

Emergency Support Services Coordinator (Permanent, Full-Time) - 1303

Close Date

March 31, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

An exciting opportunity exists to join the City of Kamloops' Emergency Support Services (ESS) team! As the ESS Coordinator, you'll lead the ESS program and work closely with the Emergency Operations Centre. We're seeking a motivated individual with a knack for recruiting and training volunteers, developing training packages, and managing budgets. Your strategic thinking and leadership will play a crucial role in handling emergent situations. If you're passionate about contributing to the community in an impactful way, please apply today! The City of Kamloops is grateful for their partnership with the TNRD for this position.

The successful candidate must have the following qualifications:

1. Certificate in Emergency Management, Business Continuity, or a related discipline with two years' experience in the emergency preparedness, response, or recovery sector.
2. Minimum one years' previous supervisory experience.
3. Minimum one year's experience within the past three years in crisis management or working with people in vulnerable situations.
4. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing.
5. Ability to obtain the following Emergency Support Services training courses within 12 months:
 - o Introduction to Emergency Support Services (EMRG-1600),
 - o Introduction to Reception Centres (EMRG-1610),
 - o Registration and Referrals (EMRG-1615),
 - o ERA Tool for Responders (EMRG-1620),
 - o ESS Director Course (EMRG-1681)
6. Valid BC Driver's Licence - Class 5.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Hourly Rate

\$37.21

Hours & Days of Work

Monday – Friday:

8:00am – 4:00pm (Summer)

8:30am – 4:30pm (Winter)

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.