



PROTECTIVE SERVICES COORDINATOR

FUNCTIONS AND RESPONSIBILITIES

Reports to and supports the General Manager of Community Services or designate in the delivery of community services to community groups, and residents of the Peace River Regional District with a primary focus on emergency and protective services, with a secondary focus on regional parks and trails, and rural recreation and culture as required to support departmental objectives.

DUTIES

- Provide support to all of the functions and services provided under the umbrella of Community Services, including, but not limited to:
 - Emergency Services
 - Fire Protection
 - 9-1-1 Services
 - Regional Parks
 - Recreation
 - Grants
- Assist in coordinating the Regional District's Emergency program and Emergency Support Services program.
- Coordinate the Emergency Support Services program including managing and recruiting volunteers, coordinating and providing training and supervision of volunteers during a response.
- Coordinate resources, facilities, funding, support and standards established by the Regional District to build and promote community services, including local fire and emergency response services
- Provide assistance and support in administering Regional District emergency and protective services, and grant programs.
- Respond to emergency situations after hours.
- Undertake emergency training.
- Research information to support the Protective Services programs.
- Develop and maintain relationships with a variety of internal and external stakeholders to promote and coordinate the delivery of protective and community service functions.
- Assist in the delivery of long-term service strategies and plans relevant to the Community Services Department.
- Assist with the development of policies, procedures, plans and bylaws relevant to the Community Services Department.
- Coordinate and monitor facility and service agreements and contracts; resolves contract/agreement non-compliance issues as required.
- Provide support to community organizations as related to the Community Services Department.
- Assist in the development of grant applications for Regional District projects.
- Assist in the administration and coordination of committees and meetings; attends evening and weekend meetings as required.



- Drafts reports, correspondence, articles, posters, displays, brochures, handouts and instruction sheets.
- Maintain records and documentation.
- Assist in the development and monitoring of budgets.
- Emergency Operations support as assigned.
- Perform other duties as assigned.

QUALIFICATIONS / EXPERIENCE

- Completion of Grade 12 and an Emergency Management Certificate or equivalent.
- Three (3) years' experience in local government, preferably in emergency management operations.
- Experience working with volunteer organizations in a rural setting.
- Proven public relations, public speaking and presentation skills; strong customer service skills.
- Excellent organizational and project management skills, ability to establish priorities, independently coordinate workloads to meet timelines and budget expectations.
- Thorough knowledge and proficiency in the operation of MS Office Suite, with a proven ability to compose and edit correspondence and documents, as well as, excellent analytical report writing skills; good attention to detail.
- Flexibility in both days of work and workday hours of work.
- A valid Class 5 Drivers' License must be maintained.

The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position