



Fire Administration Assistant

Sayward Volunteer Fire & Rescue (SVFR) Department
Serving the community of Sayward

POSTING NO: 2026-29

POSTING DATE: July 21, 2026

POSTING EXPIRY DATE: August 7, 2026, at 4:00 p.m.

COMPENSATION: \$300 monthly stipend

The Strathcona Regional District is seeking a Volunteer Fire Administration Assistant to support the SVFR. Working closely with the Fire Chief, you will support the operations of the fire service by coordinating records and training documentation, maintaining records, and assisting with volunteer recruitment and onboarding, to ensure the department operates efficiently and effectively.

WHAT YOU'LL DO

- Provide confidential administrative support to the Fire Chief and the volunteer fire department.
- Coordinate volunteer recruitment, onboarding, personnel files, and training records.
- Prepare correspondence, reports, agendas, meeting minutes, and departmental communications.
- Maintain departmental records, incident reports, statistics, and filing systems.
- Process volunteer timesheets and support payroll administration.
- Coordinate purchasing activities and maintain inventory records for departmental equipment and supplies.
- Provide administrative support to occupational health and safety activities.
- Assist with emergency planning documentation, public education initiatives, and community events.
- Respond professionally to inquiries from firefighters, Regional District staff, partner agencies, contractors, and members of the public.
- Assist with special projects and other administrative duties as assigned.



990 Cedar Street,
Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Fax: 250-830-6710
Toll-free: 1-877-830-2990

What You Bring

- Grade 12 graduation.
- Post-secondary education in Office Administration, Business Administration, or a related discipline, or an equivalent combination of education and experience.
- Minimum two years of administrative experience, preferably within emergency services, fire services, local government, or another public sector environment.
- Valid BC Class 5 Driver's Licence with a satisfactory driver's abstract.
- Strong computer skills, including proficiency with Microsoft Office applications.
- Excellent organizational, communication, customer service, and interpersonal skills.
- Demonstrated ability to maintain confidentiality and exercise sound judgment.
- Ability to work independently while managing multiple priorities and deadlines.

Residence Requirement

- Applicants must reside within the Sayward Volunteer Fire & Rescue service area at the time of appointment and maintain residency within the service area for the duration of their tenure as Fire Administrative Assistant.

WHY JOIN US?

- Support a dedicated volunteer team serving two fire halls
- Make a meaningful impact in the Sayward Community
- Receive support from the SRD administration

See attached Job Description for more details.

HOW TO APPLY

**Submit your application through the SRD Career Portal quoting Posting #2026-29.
Applications close August 7, 2026 at 4:00 p.m.**

We thank all applicants for their interest, and we will contact only those selected for an interview. The successful candidate will be required to complete a satisfactory review through the Criminal Records Review Program as a condition of employment.



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www.srd.ca

Sayward Fire Administration Assistant

JOB SUMMARY

Reporting to the Fire Chief, the Fire Administrative Assistant provides confidential administrative and operational support to Sayward Volunteer Fire & Rescue (SVFR) Department. The position coordinates departmental records, payroll administration, volunteer member documentation, meeting administration, purchasing, communications, and general office operations to support the efficient delivery of fire and emergency services. This position works closely with volunteer members, Regional District staff, emergency service partners, contractors, and the public while maintaining accurate records and ensuring compliance with departmental policies and legislative requirements.

MAJOR DUTIES and RESPONSIBILITIES

- Provides confidential administrative support to the Fire Chief and volunteer fire department
- Coordinates Volunteer recruitment documentation, onboarding records, orientation materials and personnel files.
- Maintains training records, certifications, and attendance information
- Processes payroll information, stipends and timesheets
- Maintains filing systems, correspondence and records
- Coordinates meetings, prepares agendas, minutes and meeting packages.
- Maintains inventory records and coordinates purchasing of supplies and equipment.
- Prepares reports, correspondence and statistical information.
- Files required incident reports and Road Rescue reports with the Province of British Columbia
- Assists with public education initiatives, emergency planning documentation and departmental communications.
- Responds to inquiries from members, partner agencies and the public.
- Assist with special projects and performs other duties as assigned
- Co-chair the Joint Occupational Health and Safety Committee, including scheduling meetings, preparing agendas and recording minutes.

REQUIRED EDUCATION AND EXPERIENCE (or equivalent combination)

- Grade 12 diploma
- Certificate or diploma in Office Administration, Business Administration or a related discipline is preferred.
- Minimum two years experience providing administrative support preferably in a fire service, emergency services or local government environment
- Experience maintaining confidential records and coordinating multiple priorities

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid BC Class 5 Driver's License and satisfactory Drivers Abstract.
- Incident Command System Level 100.



PREFERRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Emergency Medical Assistant certificate
- Professional Responder Instructor certification
- Experience with North Island 911 CAD.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated organizational and time management skills
- Ability to maintain confidentiality and exercise discretion
- Strong interpersonal and customer service skills.
- Excellent written and verbal communication skills
- Ability to establish positive working relationships with volunteer firefighters, Regional District staff and external agencies.
- Strong computer skills including Microsoft Office Suite
- Ability to prioritize competing deadlines
- Knowledge of records management principles
- Ability to work independently with minimal supervision
- Commitment to service excellence
- Sound judgement and problem solving ability

WORKING CONDITIONS

This position may require occasional evening meetings, attendance at training sessions and participation in community functions. Some flexibility in working hours may be required to support operational needs.