



Salt Spring Island Fire Protection District
105 Lower Ganges Road
Salt Spring Island, B.C.
PH: 250-537-2531
FAX: 250-537-2507

Job Title:	Administrative Assistant	Job Category:	Summer Student
Location:	105 Lower Ganges Road Salt Spring Island, BC V8K 2T1	Travel Required:	NO
Level/Salary Range:	\$20 per hour	Position Type:	35 hours per week
HR Contact:	Andrew Peat	Start Date	May 31st, 2021
Will Train Applicant:	Training provided	End Date	July 31st, 2021

Applications Accepted By:

EMAIL:

admin@saltspringfire.com

Subject Line: Summer Student 2021

MAIL:

Andrew Peat, CAO

Salt Spring Island Fire Rescue

105 Lower Ganges Road

Salt Spring Island, BC V8K 2T1

Job Description

ROLE AND RESPONSIBILITIES

Salt Spring Island Fire Rescue (SSIFR) is a rural Fire Department. SSIFR will undertake to properly digitize and organize the historical records that currently exist in both hardcopy and softcopy. This project will be the primary focus of the successful candidate. Key responsibilities will involve, scanning, validating, and properly cataloguing minutes of meetings and other official documents. The candidate will have the opportunity to witness the day-to-day operation of a busy fire station. Some of the core competencies that the department will help the successful candidate develop are listed as follows:

- Leadership – The student will work independently and within a team. They will learn to take initiative, responsibility and work autonomously under a deadline.

- **Teamwork** – The Fire Service is by its very nature team-oriented. The student will have the opportunity to work with many members of the organization from the Fire Chief to the Executive Assistant.
- **Client Service** – The student will be working in a public service organization in a professional atmosphere which will provide them an opportunity to develop strong communication skills and customer service ethos.
- **Digital Skills** – The student will help to develop and organize a database for record keeping for both internal stakeholders and the public. Student will gain experience working with an IT professional to help convert the organization to a cloud-based format.
- **Integrity** – Honestly, public service and strong moral principles are paramount in every member of the fire service. The student will work with confidential information and hold themselves and their work to a high standard. The student will have the opportunity to take ownership of their responsibilities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be a student currently enrolled in school. Preference given to those looking towards a career in business or office administration.

- **Must be between 15 and 30 years of age.**
- **Must be a Canadian Citizen, Landed Immigrant or Protected Refugee and legally entitled to work in the province of BC.**

PREFERRED SKILLS

Strong computer skills are a must. Specifically, proficiency with Microsoft Office Suite, MS Sharepoint and Adobe. Knowledge or previous experience working with database entry is an asset.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date