

YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office:

#300 – 17403-105 Avenue
Edmonton, AB T5S 2G8

EMPLOYMENT OPPORTUNITY

Fire Instructor

The Fire Instructor is to provide wildfire training to the four Nations of YTC Alexander First Nation, Alexis Nakoda Sioux Nation, O'Chiese First Nation, and the Sunchild First Nation. The Fire Instructor is primarily responsible for developing, delivering, maintaining, and evaluating training and educational programs. Focusing on the firefighting and emergency services program. The incumbent monitors and evaluates student performance, ensuring that courses and programs are kept current with the latest standards, regulations, acts, and legislation.

QUALIFICATIONS:

- Certifications: Must hold NFPA 1041 Instructor and NFPA 1140 Wildland certification
- Teaching Requirements: Must be able to teach courses relevant to both wildland and structural firefighting

KEY RESPONSIBILITIES:

- Research, develop, coordinate, and deliver training programs in fire suppression, rescue, prevention, and specialized response.
- Establish and maintain training priorities, schedules, and program timelines.
- Design and implement curriculum and instructional materials aligned with municipal and regulatory standards.
- Mentor, coach, and support employees in meeting professional development requirements.
- Conduct ongoing needs assessments and implement program improvement initiatives.
- Integrate modern training technologies and innovative methodologies into learning programs.
- Liaise with internal departments, external agencies, and mutual aid partners for joint training initiatives.
- Maintain accurate training records and documentation.
- Perform tasks to support and maintain the continuity of Regional Emergency Services operations.

Skills:

- Excellence in instructional delivery for adult learners.
- Strong curriculum development and program implementation capabilities.
- Exceptional written, presentation, and interpersonal communication skills.
- Proven coaching, mentorship, and motivational abilities.
- Strong decision-making and organizational skills.
- Ability to work independently and effectively within a team environment.
- Proficiency in Microsoft Office Suite, databases, and learning management systems.
- Commitment to working respectfully and inclusively with diverse stakeholders.

WORKING ENVIRONMENT & GROWTH:

- This position is full-time, 35 hours per week.
- Exposure to a normal office environment and immediate exposure to the public and other emergency personnel.
- Exposure to physical and fatal hazards, including but not limited to fire and smoke, traffic accidents, hazardous materials, unsafe ice and water conditions, electrical shock, and heights.
- Exposure to extreme and adverse weather conditions.
- Requires visual and mental concentration.
- Requires working outside normally scheduled office hours, including evenings and weekends.

Please forward a cover letter and current resume to
Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181

MAIL TO:

ATT: Human Resources
Yellowhead Tribal Council
3rd Floor 17304-105 Avenue
Edmonton, AB T5S 1G4

*This employment competition closing date is **Friday, April 3, 2026, at 4:30 PM**. Only those candidates who meet the criteria will be contacted.