

JUNIOR FOREST RANGERS

APPLICATION GUIDE FOR MEMBERS



WWW.ALBERTAJFR.CA



WF.JFR-ALBERTA@GOV.AB.CA

Alberta
Government

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OUR FUTURE. OUR RESPONSIBILITY.

PROGRAM *OVERVIEW*

The Junior Forest Rangers (JFR) program offers a unique and exciting opportunity to Albertan high school students between the ages of 16 to 18. This 7-week paid summer work experience exposes you to a wide variety of careers in forestry, wildfire, ecology, conservation and more! The program is designed to enhance experiential learning and promote environmental stewardship among all participants.

The JFR program has five main objectives:

- Gives participants an opportunity to develop career skills in natural resource management
- Perform useful and meaningful work projects in natural resource management
- Promote personal development, inter-personal development and leadership skills
- Give participants career awareness by providing opportunities to meet natural resource professionals and visit their worksites
- Engage in and explore traditional practices from elders and community leaders, including traditional medicine harvesting, ceremonies and protocols.

Each year, we have up to nine crews stationed in the ten different forest areas across the province. Our crews live on an Alberta Wildfire base, and every day they take part in a wide variety of hands-on work projects and educational opportunities such as stream assessments • bird banding • wildfire training • habitat restoration • tree planting • trail building • wilderness first-aid • Indigenous culture camp • chainsaw training • helicopter rides • bushcraft and so much more!

This is not your normal summer job, and we are looking for high schools students that want to step out of their comfort zone, learn, make new friends, develop and practice skills like leadership and teamwork, have career exposure and a summer they will never forget!



WILDFIRE



STEWARDSHIP



**FISH &
WILDLIFE**



CONSERVATION



FORESTRY



**TRADITIONAL ECOLOGICAL
KNOWLEDGE**

WHO CAN APPLY



FULL TIME ALBERTAN STUDENTS

Students enrolled in grades 10 to 12 at the time of application (you can still apply if you are graduating in June). Students must be between 16 and 18 years old as of July 1st.

INTERESTED AND PASSIONATE ABOUT

Gaining hands-on experience and career exposure in fields such as, wildfire, forestry, nature, environment, conservation, stewardship. You care deeply about nature and want to be part of its protection and restoration.

ADAPTABILITY AND RESILIENCE

Prepared to be away from home, live and work in the outdoors for seven weeks. Many crews live and work in rural and semi-remote locations throughout the summer. The work is varied, physical, and often remote, and is designed to build capability, confidence, and resilience. You show up, work hard, and stay positive, even when things get tough or plans change!

TEAMS AND COMMUNITY ORIENTED

Involved in community, school athletics, student council, clubs, or volunteer services. You're curious, open to learning and keen to grow. You are motivated and are not afraid to ask questions or step out of your comfort zone.

WHAT YOU'LL NEED TO APPLY

Read carefully the following list of mandatory documents you need to apply. Use this checklist to make sure you have everything you need before you submit your application.

RESUME

Your resume must contain the following information:

First and last name, high school, volunteer experience, work experience, and any certifications you might have.

COVER LETTER

You must use our **JFR Cover Letter Template**. Here you will find seven questions you must answer to the best of your ability. You can add as many pages as you want.

PARQ+ FITNESS TEST

There is a minimum fitness standard that is part of the screening process. Passing the Physical Fitness test ensures members are fit for the working conditions. You must fill out the ParQ prior to completing the test. Here is a link to the documents: **JFR ParQ and Fitness Test**

REFERENCES LETTERS

As part of your application, you have to **submit two reference letters**. You can upload them to your profile (see next page for info), or your references can email their forms directly to the JFR program to **wf.jfr-alberta@gov.ab.ca** if they prefer.



HOW TO **APPLY**

CHECK OUT THE [GOA APPLICATION RESOURCE PAGE](#) ON HOW TO NAVIGATE THE JOB BOARD

1 READ THE FULL JOB DESCRIPTION.
Go to the GOA job board and search JFR Crew Member. Take your time here.

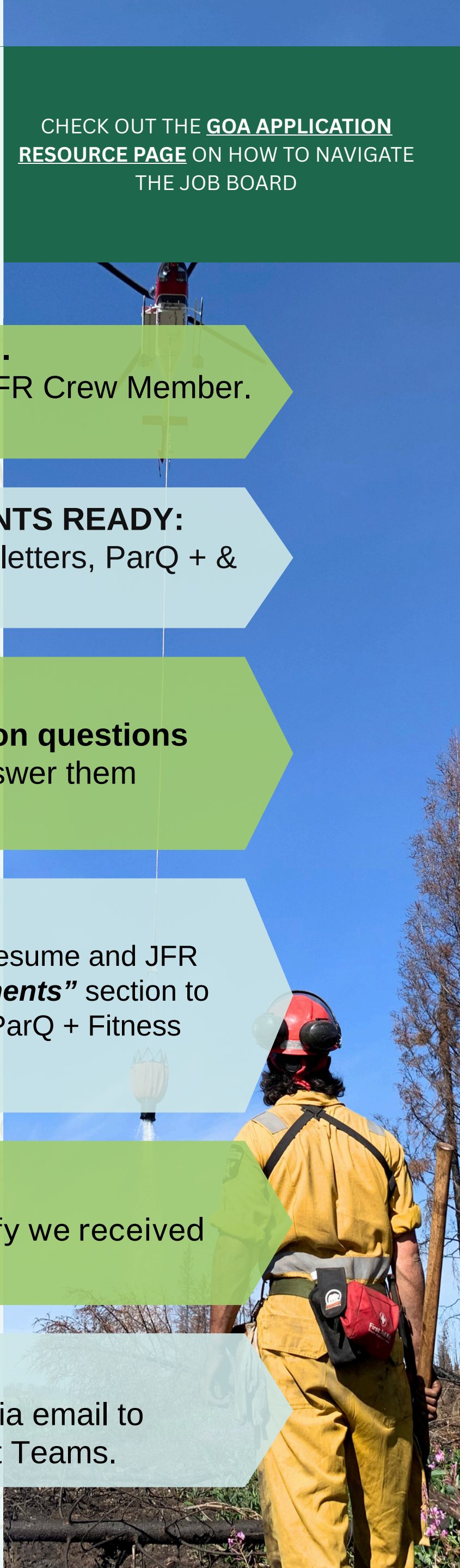
2 GET YOUR APPLICATION DOCUMENTS READY:
Resume, JFR Cover Letter, Reference letters, ParQ + & Fitness test

3 GO TO THE GOA JOB BOARD
Create your profile, **read the application questions thoroughly**, and **take your time** to answer them honestly and thoughtfully.

4 UPLOAD YOUR DOCUMENTS
Use the respective boxes to upload your Resume and JFR Cover Letter. Use the **“Supporting documents”** section to upload your **two** reference letters and the ParQ + Fitness test.

5 SUBMIT YOUR APPLICATION
We encourage you to email us to verify we received your full application.

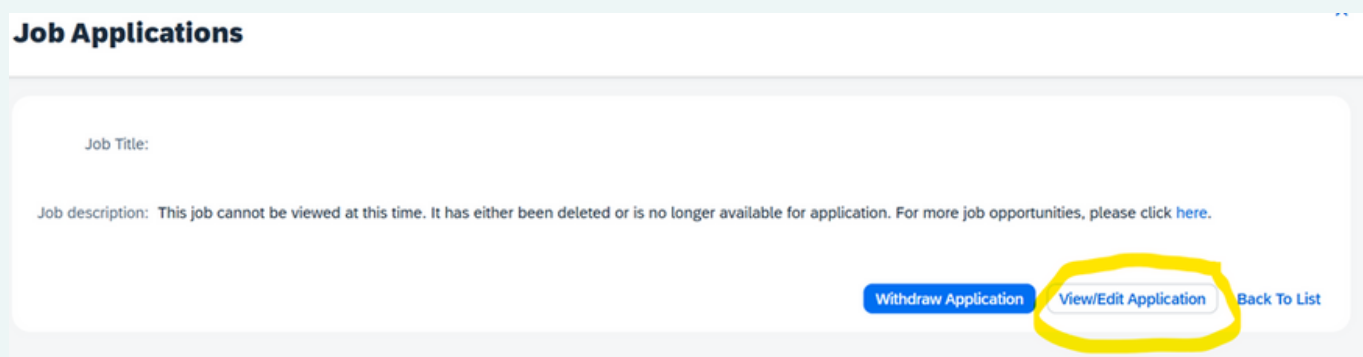
6 KEEP AN EYE ON YOUR INBOX
Selected individuals will be contacted via email to schedule a virtual interview in Microsoft Teams.



UPLOADING YOUR DOCUMENTS

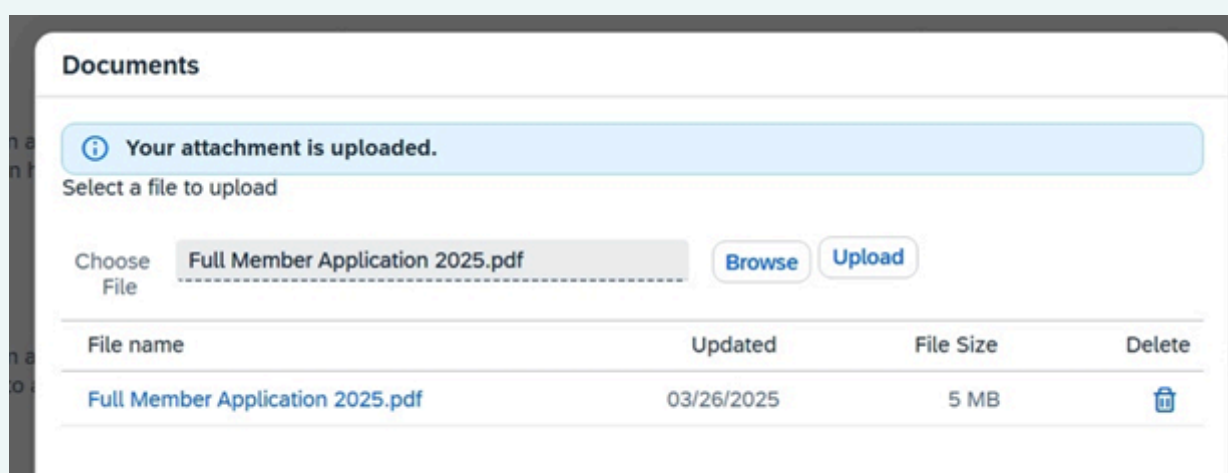
- 1 LOG IN INTO YOUR GOA JOB BOARD PROFILE**
Find and click on “*job applications*” or “*my applications*” tab. Once you are there, find and click on your **JFR crew application**. You will be redirected to another page, where you’ll see the “*view/edit my application*” option.

- 2 VIEW/EDIT YOUR APPLICATION**
Click on “view/edit my application” to enter your application and upload your documents.




The screenshot shows a web interface titled "Job Applications". It contains a "Job Title:" field and a "Job description:" field with a message: "This job cannot be viewed at this time. It has either been deleted or is no longer available for application. For more job opportunities, please click [here](#)." At the bottom right, there are three buttons: "Withdraw Application", "View/Edit Application" (which is highlighted with a yellow circle), and "Back To List".

- 3 UPLOAD YOUR SUPPORTING DOCUMENTS**
Scroll down to find the “*Supporting Documents*” section and click on it. Use this section to upload your **two** Reference letters and the ParQ + Fitness test documents.



The screenshot shows a web interface titled "Documents". It features a blue notification bar that says "Your attachment is uploaded." Below this, there is a section "Select a file to upload" with a "Choose File" button and a text input field containing "Full Member Application 2025.pdf". To the right of the input field are "Browse" and "Upload" buttons. Below this is a table with the following columns: "File name", "Updated", "File Size", and "Delete". The table contains one row with the file "Full Member Application 2025.pdf", updated on "03/26/2025", with a size of "5 MB", and a delete icon.

File name	Updated	File Size	Delete
Full Member Application 2025.pdf	03/26/2025	5 MB	

- 4 IMPORTANT**
Remember to **save and update** your application after adding your documents. Before and after submitting your application, you can save and update your application as many times as you want. If you update your application, or you are having any technical issues, please send us an email at **WF.JFR-Alberta@gov.ab.ca**

APPLICATION *PROCESS* TIMELINE



STAGE 1

FEBRUARY 2ND TO APRIL 1ST

----> **APPLICATIONS OPEN**

All applicants who meet **the requirements** and submit a **full application** are selected for an interview. Check your email frequently, we will email you to let you know if you are missing documents and to confirm that your application has been received. Due to the high number of applications, **we do not accept** late or incomplete applications.



STAGE 2

APRIL ----> **INTERVIEWS**

The first two weeks of April we go through all applications to make sure everything is correct. We begin contacting applicants during the second week of April to schedule virtual interviews. Some of the information you can expect in our emails is: Interview dates, the interview panel, how to schedule your interview, interview tips, and more!



STAGE 3

MAY ----> **MEMBER SELECTION**

By the first week of May, we will email you to let you know if you have been selected for the JFR program, waitlisted, or unsuccessful. **If you've been accepted**, we'll send you several documents that need to be returned to us within **two weeks**. You will also receive instructions to complete online training, which you have to complete **before July 1st**.



STAGE 4

JUNE ----> **CREW SELECTION & OFFER LETTERS**

During the first week of June, Leaders will be contacting you to let you know your crew location for the summer. Leaders will schedule a virtual Meet & Greet meeting and send you some other information they will need for project planning. After we received all of your returned documents, it takes **four to six weeks** for your official offer letter to appear in your GoA Profile.



STAGE 5

JULY TO AUGUST ----> **TRAINING & PROGRAM DELIVERY**

Training starts the first Sunday of July at the Hinton Training Center. Member drop-off is on the Saturday. Crews spend one week receiving training before traveling to their respective locations, where they will live for the next six weeks. You can learn more about the Key Dates by clicking here.

FREQUENTLY ASKED QUESTIONS

Can I still apply if I am graduating high school?

Yes! You can definitely still apply if you are between 16-18 years old and graduating from grade 12.

Can I earn high school work experience credits?

Yes! You must speak to a teacher, your career counsellor, or [Careers: The Next Generation](#) to get the process started before the summer. We then work with schools across the province to get you up to ten high school credits.

Do I need to pay anything to be a part of the JFR program?

There is no cost associated with our Crew Member position. This is a summer job, and we pay you!! There is also no cost for living on base, and all meals are covered during the season. However, you will need the appropriate gear to work outdoors in various conditions. You may need to purchase clothing, gear or CSA approved work boots to meet our safety requirements. [Click here to see the recommended equipment list](#)

Have more questions?

[Check our website](#) to find out more about the program and to see the full list of [Frequently Asked Questions](#)

