

JUNIOR FOREST RANGERS

APPLICATION GUIDE FOR MEMBERS



WWW.ALBERTAJFR.CA

WF.JFR-ALBERTA@GOV.AB.CA

Alberta
Government

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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

READ THE FULL JOB DESCRIPTION.

- 1 Go to the GOA job board and search JFR Crew Member. Take your time here.

GET YOUR APPLICATION DOCUMENTS READY:

- 2 Resume, JFR Cover Letter, Reference letters, ParQ + & Fitness test

GO TO THE GOA JOB BOARD

- 3 Create your profile, **read the application questions thoroughly**, and **take your time** to answer them honestly and thoughtfully.

UPLOAD YOUR DOCUMENTS

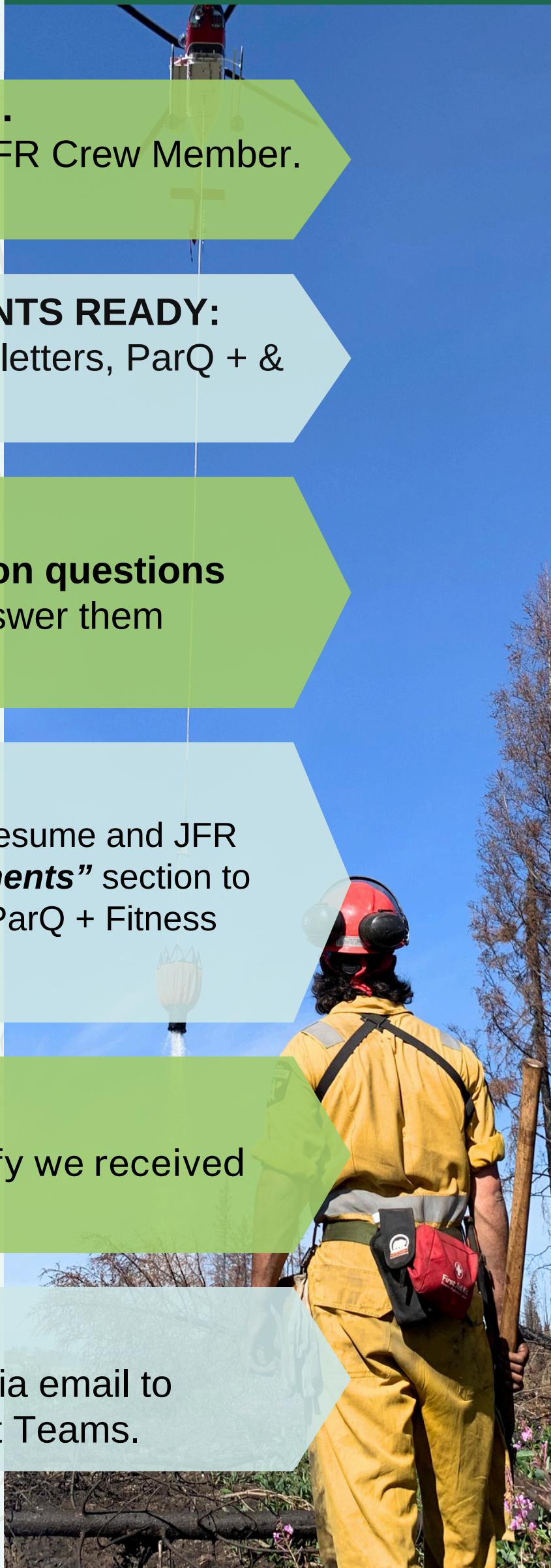
- 4 Use the respective boxes to upload your Resume and JFR Cover Letter. Use the **“*Supporting documents*”** section to upload your **two** reference letters and the ParQ + Fitness test.

SUBMIT YOUR APPLICATION

- 5 We encourage you to email us to verify we received your full application.

KEEP AN EYE ON YOUR INBOX

- 6 Selected individuals will be contacted via email to schedule a virtual interview in Microsoft Teams.



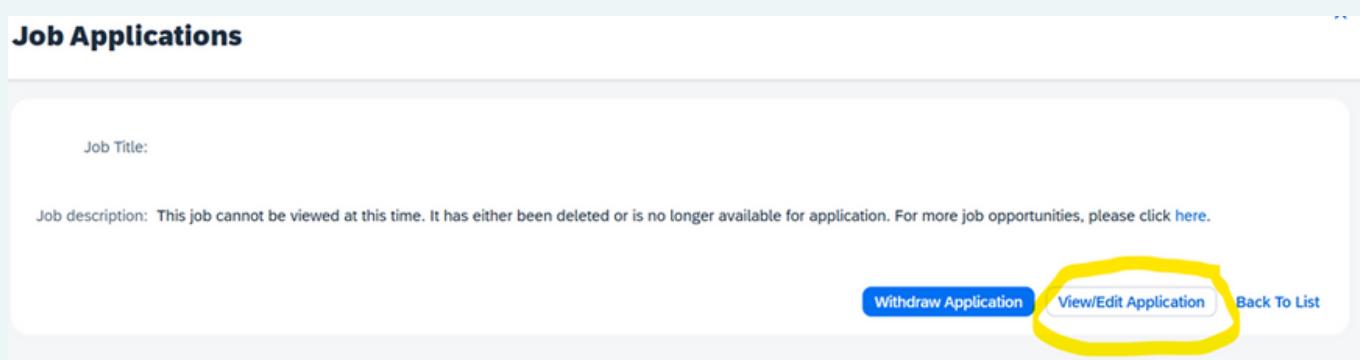
UPLOADING YOUR *DOCUMENTS*

LOG IN INTO YOUR GOA JOB BOARD PROFILE

1 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.

VIEW/EDIT YOUR APPLICATION

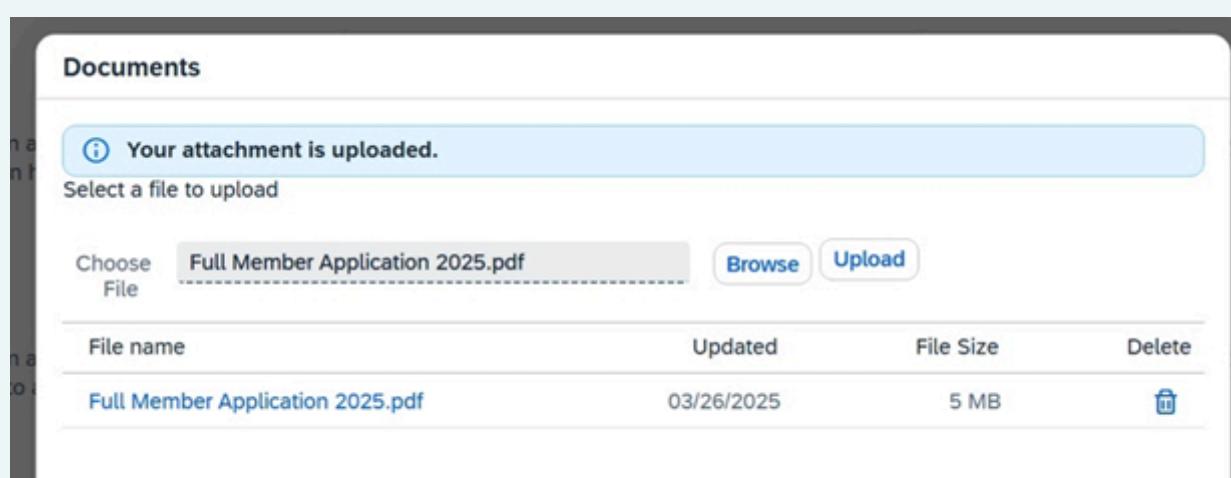
2 Click on “*view/edit my application*” to enter your application and upload your documents.



The screenshot shows a web page titled "Job Applications". At the top, there is a field for "Job Title" and a note: "Job description: 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](#)." Below this, there are three buttons: "Withdraw Application", "View/Edit Application" (which is circled in yellow), and "Back To List".

UPLOAD YOUR SUPPORTING DOCUMENTS

3 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 "Documents" section. A message says "Your attachment is uploaded." Below it, there is a "Select a file to upload" input field. Underneath, there is a table with columns: "File name", "Updated", "File Size", and "Delete". The table contains one row: "Full Member Application 2025.pdf", "03/26/2025", "5 MB", and a delete icon.

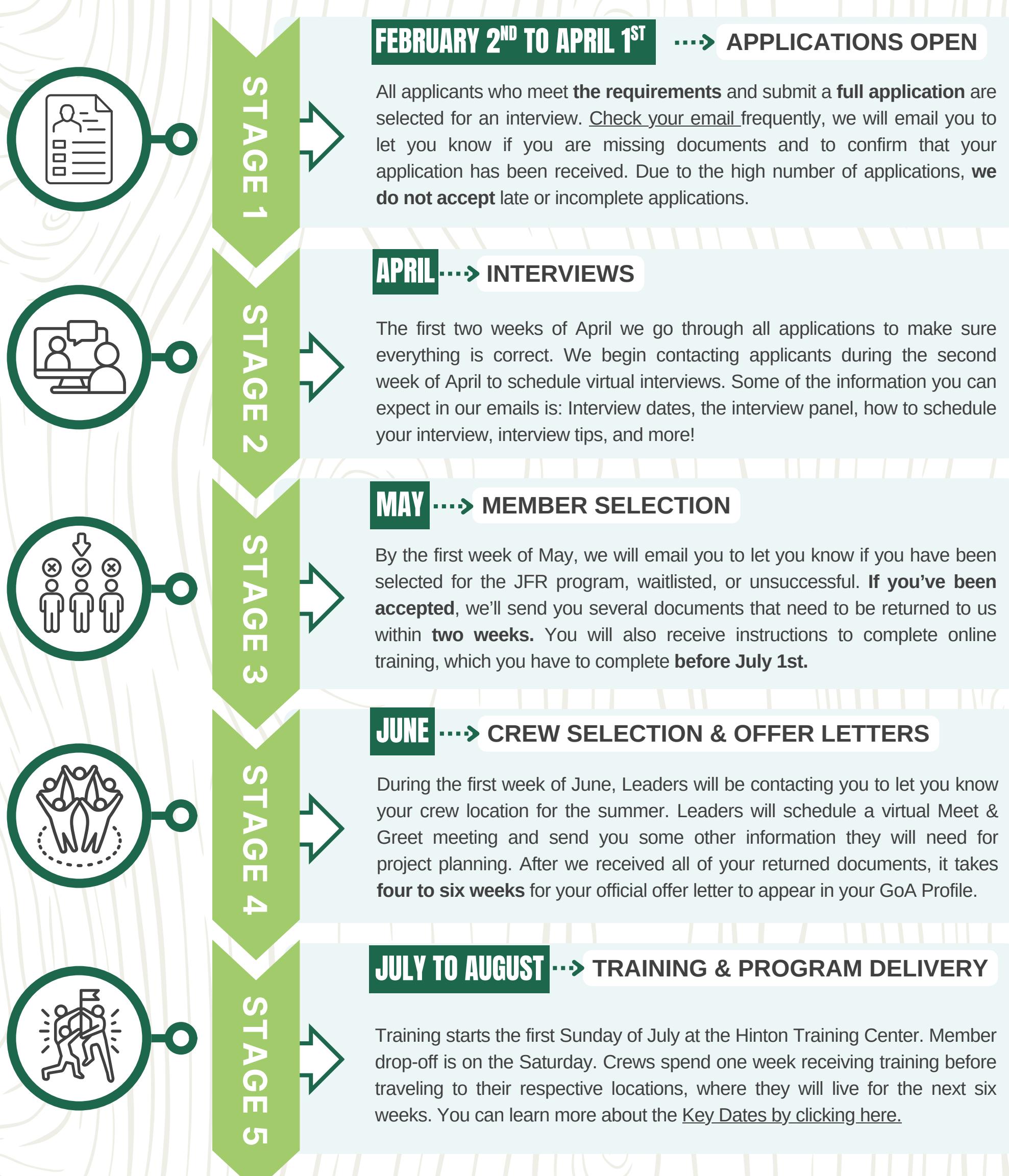
IMPORTANT

Remember to **save and update** your application after adding your documents.

4 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



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](#)

