

JUNIOR FOREST RANGERS

APPLICATION GUIDE FOR SENIOR MEMBERS



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Alberta
Government

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PROGRAM OVERVIEW

The Junior Forest Rangers (JFR) program requires one Senior Crew Member on each crew across Alberta. Our Senior Members will assist our Crew Leaders and Sub Leaders with a variety of tasks to provide a successful summer experience for the Crew Members. Senior Members will also be role models for Crew Members, providing them with guidance on work projects and off-hour experiences. 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.

This two-month position is uniquely challenging yet incredibly rewarding. It offers a one-of-a-kind summer job experience that will push you to grow and expand your skills in leadership, team building, adaptability, and much more. It provides you with outdoor experiences and certifications which may include:

- 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! We are looking for former Crew Members who want to mentor youth, develop their own leadership skills, gain career exposure and have a summer they will never forget!



WILDFIRE



STEWARDSHIP



**FISH &
WILDLIFE**



CONSERVATION



FORESTRY



**TRADITIONAL ECOLOGICAL
KNOWLEDGE**

IDEAL *CANDIDATES*

For us, leadership is more than a skill; it's a chance to make a difference.

■ **Passionate**

Whether you're graduating high school, working towards a degree or diploma, or are simply passionate about mentoring others, conservation and the outdoors, we want to hear from you!

■ **18+ Years of Age**

Our Senior Members have to be at least 18 years old.

■ **Leadership Skills**

You want to inspire, motivate and mentor youth toward shared goals. You want to bring out the best in people, and create a positive, collaborative environment where everyone can thrive. If you're ready to step up, grow, and make an impact, this is your moment to lead!

■ **Adaptability and Resilience**

Flexibility, resiliency, and outdoor skills are crucial for this role. You need to be able to handle time away from home, show up, work hard, take on challenges and stay positive even when things get tough or plans change.

■ **Learning and Growth Oriented**

You are open-minded, have a desire to work in the environmental field, and expand your leadership skills. JFR is a great fit for those who are looking for their next step, who want to be leaders, or want to have career exposure and learn more about wildfire, forestry, nature, conservation, and traditional ecological knowledge.



WHAT YOU'LL NEED TO APPLY

Read carefully the following list of documents, and use this checklist to make sure you have everything you need before you apply.

GOA JOB BOARD PROFILE AND JFR JOB POSTING

Create your profile and take your time to answer the pre-screening questions honestly and thoughtfully. For more application resources, [click here](#).

RESUME and COVER LETTER

Keep it clear and tell us what you've done so far; work, study, volunteering, hobbies, and highlight any experience that shows your interest in conservation, the outdoors, mentorship, leadership, supervisory roles or working with youth or children. Describe your key duties and demonstrated qualifications/competencies. Make sure to add in the years and months worked at each position, along with if the position was full-time or part-time. This allows JFR program staff, along with assistance from HR, to determine your salary for the season.

QUALIFICATIONS AND SUPPORTING DOCUMENTS

Applicants who are selected for the Senior Member positions must provide proof of required documents (or enrollment) before receiving an offer letter. If you have these items readily available, include a copy of the following with your application:

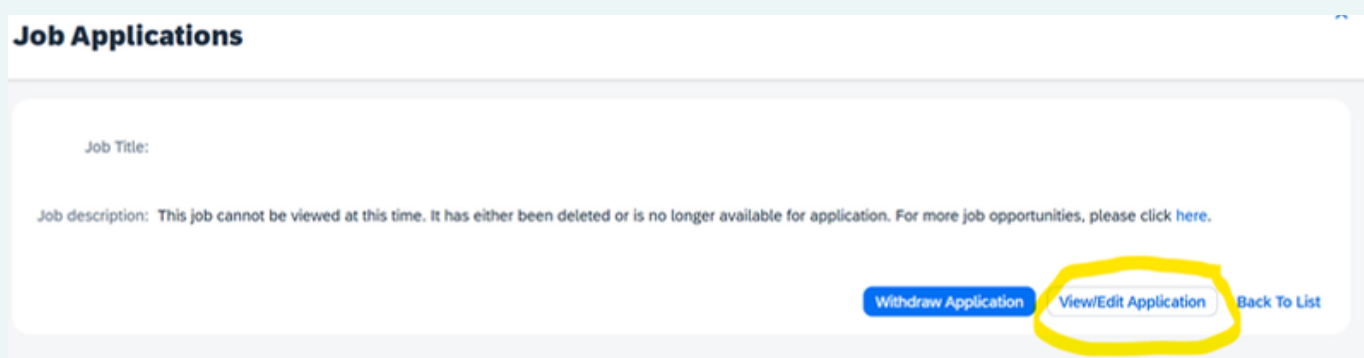
- A minimum of Standard First Aid with Level A or C CPR certification
- A Criminal Record Check with Vulnerable Sector Check, obtained within six (6) months before July 2nd (we reimburse you for this cost if hired).
- Any other certifications and documents that will be an asset for the program (ie. chainsaw, ATV, canoe, wilderness first-aid, coaching, leadership etc.)

Furthermore, if you are a former JFR Crew Member, include the forest area you worked in for that season.

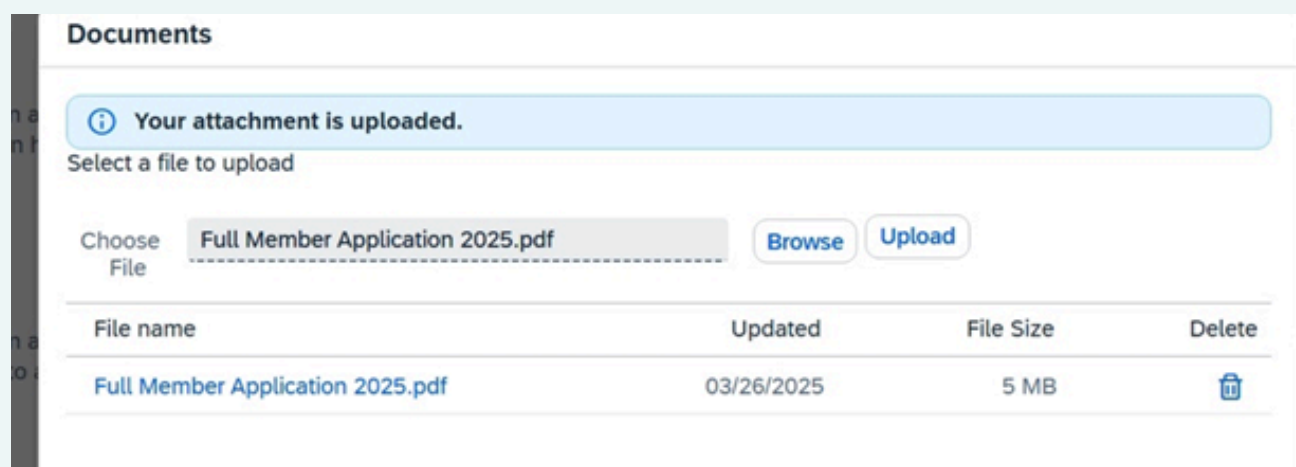
HOW TO APPLY

- 1 FIND THE JOB POSTING AD AND CLICK ON “APPLY NOW”**
Create or log in into your goa job board profile and click on “*job applications*” or “*my applications*” tab. Once you are there, find your **JFR Senior Member application**, click on it, and 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.



- 3 UPLOAD YOUR SUPPORTING DOCUMENTS**
Scroll down to find the “*Supporting Documents*” section and click on it. Use this section to upload any documents or certifications that can help make your application stronger. If you submit a video, please email us the file or a link, as this section does not support video files.



- 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 are having any technical issues, please email us at **WF.JFR-Alberta@gov.ab.ca**

APPLICATION *PROCESS*



STAGE 1

APPLICATION

Applications for Senior Member positions opens at the start of February and remains open until March 1st. Read the full job description on the GOA job board. Create a profile on the job board, read the screening questions thoroughly, and take your time to provide detailed, honest and thoughtful answers.



STAGE 2

PRE-INTERVIEW GUIDE AND INTERVIEWS

Once applications are reviewed, shortlisted candidates will be contacted to schedule a virtual interview. The interview typically consists of a 30 to 45-minute conversation with JFR staff. We'll send you a Pre-Interview Guide with a few questions to answer, along with instructions to submit a 2–3-minute video about yourself. The best tip we can provide is to just be yourself. We want to meet the real you!



STAGE 3

REFERENCE CHECKS AND SELECTION

Shortlisted candidates move to the reference check stage. This step helps us ensure alignment with our expectations and program values before making a final decision. This stage can take a few weeks to complete.



STAGE 4

OFFER OF EMPLOYMENT

Candidates who successfully pass the interview and reference check stages may receive a conditional job offer. Several documents will be sent that need to be returned within 10 business days to complete this stage. Once all documents are returned, and all conditions are met, the offer becomes final and onboarding begins.



STAGE 5

TRAINING

Once accepted into the program, all of our Senior Members take part in an extensive eight-day training program at the Hinton Training Centre at the beginning of July. JFR program staff and other professionals organize training sessions to provide leaders with new skills, safety preparedness tips and program insights to prepare you for your summer adventure.

FREQUENTLY ASKED QUESTIONS

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

There is also no cost to live on base, and all meals are covered during the season (while staying at base). However, you will need the appropriate gear to work outdoors in various conditions. You may need to purchase clothing, gear or **CSA and/or chainsaw approved work boots** to meet our safety requirements. All leaders and Senior Members get a \$300 boot allowance. You will have to cover the cost of a First Aid and CPR course if you do not possess a certificate. We will reimburse you for a Criminal Record Check and Vulnerable Sector Screening if you are hired.

What kind of gear would I need for the summer?

Check out our website for [a list of gear](#) you will want to consider bringing. We provide most of the safety gear, except for steel toed or chainsaw boots. We do provide standard safety glasses and gloves, but we encourage you to purchase your own if you prefer having a better fit. We have tents, spare sleeping bags, and a few extra sleeping pads. You may wish to bring your own but that is completely up to you. The temperature in Alberta can vary quite significantly, especially at the start and end of the season. We encourage you to bring some warm clothing/gear as well.

What is the best location to be placed?

That is a very difficult question to answer. To be honest, they each have their own unique qualities and it depends on your interests! We love travelling to each of the areas and taking part in so many different projects during the summer with the crews. Some areas have mountains, others are on a lake, close to a river, and each area has unique projects that provide every crew with very different experiences.

Have more questions?

Check our [website](#) to find out more about the program and to see the full list of [Frequently Asked Questions](#), or you can email us to WF.JFR-Alberta@gov.ab.ca

