

JUNIOR FOREST RANGERS

APPLICATION GUIDE FOR LEADERS



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Alberta
Government

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PROGRAM OVERVIEW

The Junior Forest Rangers (JFR) program requires a **Crew Leader and Sub-Leader** to be the supervisors of each crew across Alberta. Our leaders must design and implement a successful summer experience for a crew of six to eight high school students by networking with professionals in various natural resource fields. 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 3.5-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, networking, adaptability, project planning and 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 post-secondary students or graduates 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 in school, hold a degree or diploma, have some work experience, or are simply passionate about mentoring others, conservation and the outdoors, we want to hear from you!

■ **21+ Years of Age**

Our leaders have to be at least 21 years of age in order to drive our leased vehicles.

■ **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, problem-solving, and critical thinking 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 strong planning, problem solving, and time management skills, and you want to expand them. JFR is a great fit for those who are looking for their next step or want to have career exposure and learn 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

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. 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. You do not need to submit a cover letter.

QUALIFICATIONS AND SUPPORTING DOCUMENTS

Applicants who are selected for the Leader or Sub Leader 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:

- Class 5 driver's licence or equivalent
- A minimum of Standard First Aid with Level A or C CPR certification
- A Defensive Driving Certification (online is acceptable)
- A Criminal Record Check with Vulnerable Sector Check, obtained within six (6) months before May 14th (we reimburse you for this cost).
- A 3-year Driver's Abstract showing a record of seven (7) demerits or less.
- Any other certifications and documents that will be an asset for the program (ie. chainsaw, ATV, canoe, wilderness first-aid, coaching, leadership etc.)

HOW TO APPLY

LOG IN INTO YOUR GOA JOB BOARD PROFILE

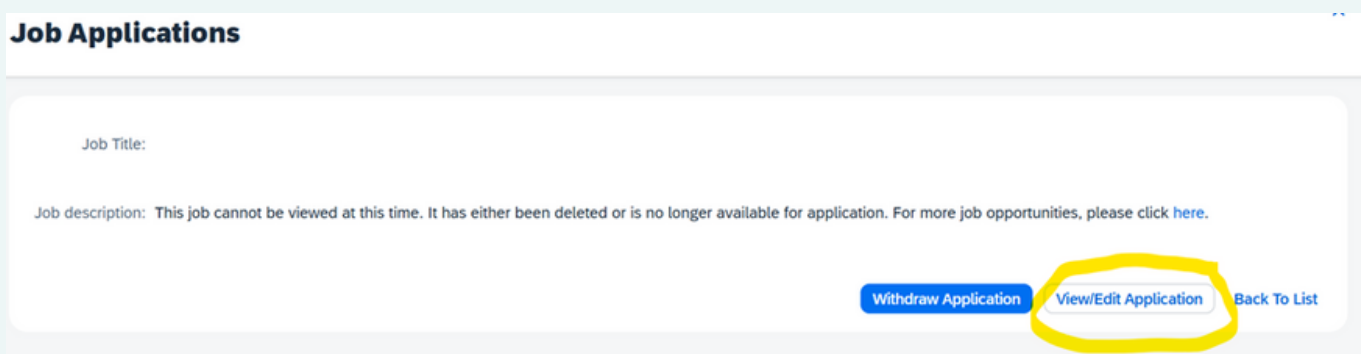
1

Find and click on “*job applications*” or “*my applications*” tab. Once you are there, find your **JFR Crew Leader/Sub Leaders application**, click on it, and 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.

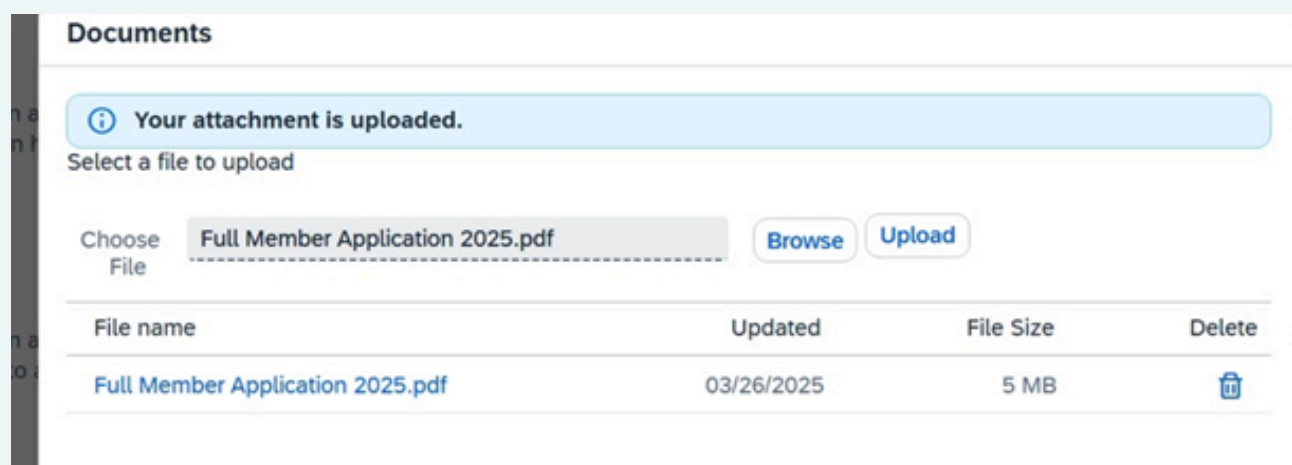


The screenshot shows a web interface titled "Job Applications". It contains a "Job Title:" field and a "Job description:" field with a message: "This job cannot be viewed at this time. It has either been deleted or is no longer available for application. For more job opportunities, please click [here](#)."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


UPLOAD YOUR SUPPORTING DOCUMENTS

3

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.



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 "Select a file to upload" section 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	

IMPORTANT

4

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 Leader and Sub-Leader positions open mid-December and remain open until all suitable candidates are selected. 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

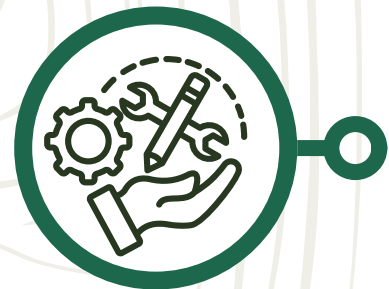
Shortlisted candidates move to the reference check stage. This step helps us ensure alignment with our expectations and program values before making a final decision. This stage can take a few weeks to complete.



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 leaders take part in an extensive 14-day training program at the Hinton Training Centre beginning in mid-May. 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 get a \$300 boot allowance. You will also have to cover the cost of a Defensive Driving certificate, Drivers Abstract, and First-Aid and CPR. 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

