



# JOB POSTING

Date: October 21, 2022

Competition #: #22-102

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**APPLICATIONS ARE INVITED FOR:  
EMERGENCY MANAGEMENT SESSIONAL (Part-time) INSTRUCTORS**

**Position:** Sessional Instructor – (EM, ICS, EOC Short Courses)  
**Location:** Various Locations in British Columbia (Canada) and Online  
**Division:** Emergency Management Division, School of Public Safety  
**Reporting To:** Program Manager (Tuition, Core Client, and Contract Training Teams)

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**Justice Institute of British Columbia:**

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

**Emergency Management Division:**

The Emergency Management Division (EMD), within JIBC's School of Public Safety, is expanding their team of sessional (part-time) instructors to deliver short-course training in the areas of Emergency Operations Centres, Incident Command System, and across other emergency management topics.

EMD's short-courses are delivered in-person and online. In-person delivery commitments are typically 1 – 3 days in length, plus travel. For online delivery, the same courses can be up to 4 weeks in length (part time) depending on structure. Current priority is for instructors available to travel for in-person delivery on weekdays across the province/country, but all suitable candidates will be considered.

**Position Summary:**

Sessional Instructors are responsible for delivering in-person and/or online training on an on-call basis within their area(s) of their expertise. Utilizing existing materials, sessional instructors prepare appropriately for their commitments, engage learners through face-to-face and/or online teaching methods, support overall student learning, and oversee a productive learning environment. Instructors are expected to remain current in their field and to draw upon this experience to enhance learning.

### Primary Responsibilities:

- Participate in instructor training and course review sessions as applicable;
- Ensure appropriate course materials, equipment, and supplies are available for course delivery;
- Instruct to provided learning outcomes, lesson plans, and conduct learning activities as outlined;
- For online-delivery, review course structure/set-up and schedules so that the learning environment is prepared for the students;
- For in-person delivery, arrive at course location in advance so that the learning environment is prepared, and students can be greeted appropriately;
- Engage participants through applied-based and experiential learning activities, as appropriate;
- Enhance learning through the integration of suitable professional experiences and examples, when applicable;
- Provide student feedback and support to enhance learning;
- Administer and mark assignments, and exams when necessary;
- Manage and submit all course and student documentation including grades;
- Maintain current within your area(s) of instruction through professional practice and development opportunities;
- Participate in JIBC/EMD professional development opportunities and occasional faculty development/coordination meetings with the EMD team;
- When applicable, provide curriculum support for existing and new courses.

### Experience/Qualifications:

- Minimum five (5) years of recent direct work experience in the emergency management field;
- Post-secondary qualification in the emergency management/disaster management/public safety field, or a suitable combination of education/training/certification and experience within area(s) of expertise;
- Teaching or adult education credential or suitable combination of training and experience in instructional skill and techniques;
- Knowledge of emergency management practices in British Columbia including familiarity with the British Columbia Emergency Management System (BCEMS);
- Strong knowledge and experience in one or more of the following emergency management areas:
  - Incident Command Systems (ICS)
  - Emergency Operations Centers (EOC)
  - Emergency/Disaster Recovery
  - Emergency Support Services (ESS)
  - Exercise Design and Delivery
- Knowledge of Indigenous communities and educational approaches and poses a high level of culturally sensitivity;
- Experience in the use of teaching and learning technology in online and/or in-person environments. (i.e., PowerPoint, Blackboard, Collaborate, MS Teams...);
- Proven experience as a communicator, facilitator, and instructor within adult learning environments;
- Excellent English language skills (written and oral), French language skills are an asset.

*One or more positions will be filled from this posting. Preference will be given to applicants who are able to accept instructional commitments on weekdays (M-F) at least 4-6 times per year. On your cover letter, please clearly outline your availability and areas of instructional interest.*

*Applicants must be eligible to work in Canada, and currently reside, or will reside, in British Columbia at time of employment.*

**Posting Date:** October 21, 2022

**Closing Date:** Formal recruitment process ends November 25, 2022; applications will be reviewed when received, and suitable candidates will be engaged on an ongoing basis until hiring requirements are met.

*Please submit an application package, which includes a resume, covering letter, copies of academic and professional credentials (or evidence of equivalent combination of education, training, and/or experience), and names and contact information for three professional references, quoting Competition # 22-102 via email to [hr@jibc.ca](mailto:hr@jibc.ca).*

For more information about this position, please feel free to contact: Pete Learoyd, Program Director, Emergency Management Division at [plearoyd@jibc.ca](mailto:plearoyd@jibc.ca).

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

