



**Date:** January 4, 2023

**Competition:** #23-01

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION**

**Position:** Instructional Designer/Coordinator, Search and Rescue (SAR)  
(Position #1000057)

**Division:** Emergency Management

**Reporting To:** Program Manager, EMCR Training

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

This position is responsible for the coordination, development and maintenance of Search and Rescue (SAR) training and related educational activities and resources, for the division's Core Client, Emergency Management and Climate Readiness (EMCR). The incumbent will be responsible for supporting and guiding a team of community-based instructors, liaising with staff from the Province's SAR Program Office (EMCR), engaging subject matter experts in the development of curriculum, and networking with the provincial SAR community. In addition, the position may facilitate related sessions and present at community events/conferences. The Coordinator/Instructional Designer is also a contributing member of the Emergency Management Team and is expected to collaboratively engage on a variety of educational topics which support the division and JIBC mission.

**Primary Responsibilities:**

**1. Coordinate Training:**

- Assess and determine training needs in collaboration with Core Client and other collaborators;
- Analyze past training practices and requirements;
- Work with clients to determine scheduling requirements and related needs;
- Ensure courses are appropriately scheduled to meet client and organizational requirements;
- Support Program Assistants/Program Planner in the scheduling of courses and instructors;
- Support Program Assistants around the preparation of course materials, logistics and follow-up;

- Compile information to meet regular/quarterly internal and external reporting requirements;
- Maintain and strengthen existing and new client relationships;
- Author and distribute the regular SAR newsletter and other external facing communications (i.e., website update).

## **2. Course Maintenance, Review and Design/Development:**

- Research emerging issues in the field to ensure curriculum and programs reflect current practices;
- Collaborate with subject matter experts, program personnel and clients to identify learning needs; program/course outcomes, and delivery requirements and constraints;
- Monitor student feedback and identify/action ongoing course updates and revisions;
- Develop instructional designs/course plans/blueprints, course outlines, storyboards, timelines, and related project management tools to guide development, design and delivery;
- Develop/write/edit curriculum content, e-learning resources, learning and teaching activities, evaluation instruments, and instructional graphics;
- Coordinate efforts with internal and external resources when further support is required for instructional design and curriculum development activities;
- Work with Indigenous experts to ensure training materials are prepared with a cultural diversity lens and delivered in a culturally safe environment;
- Ensure curriculum is developed and approved according to EMD's internal processes and JIBC program and course development policy and procedure;
- Conduct annual and comprehensive program reviews, as outlined in JIBC policy and procedure.

## **3. Support and Guide Instructors:**

- In conjunction with the Program Manager, actively support the recruitment, selection, orientation and development of sessional instructors;
- Monitor, support and guide sessional instructors through regular communication, workshops, course observation, and related professional development opportunities;
- Assess and manage the performance of new and existing instructors; review and follow up on student feedback and provide suitable supports and constructive direction for improvement.

## **4. Other Duties**

- Develop or expand proficiency within your areas of responsibility, including Search and Rescue, adult education, and e-learning;
- Manages workloads to meet objectives and deliverables within established timelines, budgets, and client expectations;
- Attend conferences/meetings, research/read/review sector related journals and publications and share findings with the applicable JIBC team, as feasible;
- Support JIBC and related community initiatives by actively participating in committees/working groups, as applicable/necessary;
- Perform other related duties as required and/or assigned.

## Qualifications & Requirements:

### Academic:

- Bachelor's or Master's degree in the area of, but not limited to, education, curriculum and instruction, distributed learning, or educational technology;
- An equivalent combination of formal training, experience, skills and abilities may be considered in place of degree completion;
- Certification in the areas of, but not limited to, instructional skills, facilitation, adult education, instructional design, graphic design/visual communication would be an asset.

### Experience and Training:

- At least 3 years' demonstrated experience coordinating community-based training programs and services with a diverse collaborator group, multiple course offerings, and distributed instructor base;
- At least 3 years' demonstrated experience in curriculum design and development, including conducting needs assessments; developing design plans; guiding the development of learning outcomes, authoring course content (online, manuals, and resources), identifying suitable learning activities, developing instructor resources, and student assessment instruments;
- Experience and awareness of practices to Indigenize and decolonize curriculum is an asset;
- Proficiency in MS Word, Excel, Outlook, and PowerPoint;
- Experience with Learning Management Systems such as Blackboard;
- Experience with e-authoring tools such as Articulate Storyline and Rise;
- Experience developing and integrating simulations and other interactive learning approaches within face-to-face and online curriculum is an asset;
- Experience facilitating dynamic presentations, workshop and instructional activities is an asset;
- Knowledge of EMCR Search and Rescue Program an asset;
- Knowledge of JIBC Search and Rescue Training an asset;
- Valid driver's license and access to a reliable vehicle is preferred as travel is occasionally required.

The incumbent is expected to demonstrate the following:

- Highly motivated, independent self-starter who enjoys working in a collaborative team environment;
- Demonstrated interpersonal skills combined with a positive energetic and enthusiastic attitude;
- Desire to develop knowledge and skills within emergency management/search and rescue in order to meet the Division's evolving needs;
- Ability to work effectively and maintain professional relations with the students, faculty, staff and collaborators;
- Excellent oral communication skills and sound technical writing and editing skills;
- Strong organizational and planning skills, including the ability to effectively prioritize and multi-task.

**We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.**

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**Salary Range:** \$78,195 - \$86,883 per annum (Fair Comparison Job Level P3)

**Posting Date:** January 4, 2023

**Closing Date:** January 25, 2023

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-01 via email to: People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact:

Taylor Gayowsky, Program Manager, EMCR Training at [tgayowsky@jibc.ca](mailto:tgayowsky@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 a person of Indigenous ancestry.



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