

# FireSmart™ Neighbourhood Recognition Program Champion

## Role Description

---

### **Role Level:**

FireSmart Neighbourhood Recognition Program (NRP) Champion

### **Purpose:**

The Neighbourhood Champion is responsible for working closely with their Neighbourhood Recognition Program (NRP) Specialist and their neighbours to implement the FireSmart Canada Neighbourhood Recognition Program.

The Neighbourhood Champion is responsible for building relationships within their community, creating a Neighbourhood Profile in the FireSmart Canada Neighbourhood Recognition Program Portal, working with neighbours to form a FireSmart Canada Neighbourhood Committee, working with the NRP Specialist to conduct a neighbourhood Hazard Assessment, creating a Neighbourhood Mitigation Plan, working with neighbours to plan annual FireSmart Canada events, and applying for FireSmart Canada Recognition.

### **Responsibilities and activities:**

#### **1. Engage with their neighbours/community members and NRP Specialist through the following activities:**

- Contact the regional NRP Specialist to arrange for a Wildland Fire Neighbourhood Hazard Assessment
- Work with their community to put together a FireSmart Neighbourhood Committee
- Work with the Neighbourhood Committee to develop and implement the Neighbourhood Mitigation Plan
- Work with their neighbours and Committee to run annual FireSmart Canada events

#### **2. Gather and submit documentation needed for recognition through the FireSmart Canada Neighbourhood Recognition Portal, including but not limited to:**

- Create a neighbourhood account in the FireSmart Canada Neighbourhood Recognition Portal
- Submit documentation as follows:
  - i. Neighbourhood Committee list
  - ii. Volunteer hours and in-kind resources used
  - iii. Neighbourhood Mitigation Plan
  - iv. Neighbourhood Recognition Program application
- Upload all documentation into the Portal
- Apply for recognition annually through the Portal

### **Minimum qualifications, knowledge, skills, and abilities:**

- A keen interest and passion in helping their community become resilient to wildland fire

- Desire to learn about the Wildland-Urban Interface, fire behaviour, the 7 FireSmart Canada disciplines, Home Ignition Zones and mitigation best practices
- Desire to help their community implement Home Ignition Zone best practices
- Experience with community outreach
- Public relations, interpersonal, and communication skills
- Ability to effectively gather those in their community

**Role training requirements:**

- Successful completion of FireSmart 101 recommended (FireSmart Canada website)
- Successful completion of FireSmart Canada Champion Workshop (delivered by the NRP Specialist)

**General commitment expectations (annual):**

- **Events: estimated 1-3 full days plus planning**
  - Education BBQ
  - Work-bee
  - Chipping event
  - Other
- **General Administration**
  - NRP Portal administration
  - Various event specific administrative duties
  - Attending and running committee meetings
  - Communicating with their NRP Specialist and/or their Community/Provincial Liaison