



# ARCTIC RESPONSE CANADA LTD.

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**Position Title:** Field Instructor  
**Location:** Yellowknife, NT  
**Duration:** Full-time, Permanent  
**Starting Salary Range:** \$22.00 to \$27.00/hour  
**Start Date:** Sept 2018

## **Company Background**

Arctic Response Canada Ltd. has been providing elite safety training to employees across numerous industries since opening our flagship Yellowknife office in 2001, and currently offers a catalogue of over 100 different field safety, industrial safety, first aid, and driver training programs. With additional an office in Edmonton and contract instructors across the country, our national reach has allowed our programs to become the national training standard for multiple federal government departments. At present, we employ 10 full-time and as many part-time or casual employees.

The growth and success of Arctic Response Canada Ltd. is a result of the caliber of our team members, and their commitment to our vision of delivering only the highest standard of training. Our programs are designed to be challenging, realistic, relevant, and effective for our students. We consider all of our programs to be works in progress and continuously work to provide our clients with an unparalleled quality of training.

Our clients are comprised of government employees (federal, provincial/territorial, municipal), aboriginal governments and organizations, private sector companies, and educational institutions. Adapting our instructional approach to meet the needs of individuals with diverse backgrounds, education, and experience while not compromising on our training standards has been a cornerstone of our company and area in which we are committed to developing even further.

For more information on the company and the programs and services we offer, please visit [www.arcticresponse.ca](http://www.arcticresponse.ca).

## **Position Summary**

As a Field Instructor, your primary role would be delivering a wide range of field safety and first aid training programs to client groups in Yellowknife, throughout the Northwest Territories, and anywhere else our work takes us. When not teaching, administrative functions may include course and curriculum development, equipment maintenance, logistical planning, and/or operational taskings (wilderness safety oversight for film crews, wildlife monitoring, medic services, etc.) commensurate with qualifications and abilities. Though delivering field safety and first aid programs are the primary functions of this position, instructors are also expected to develop capacity to instruct programs in other areas such as industrial safety and driver training.

## **Responsibilities**

- Prepare and deliver a broad range of field safety and first aid training programs
- Develop capacity to deliver industrial safety and driver training programs
- Support ongoing refinement of existing programs
- Support development of new training curriculum and materials
- Support marketing and business develop efforts
- Maintenance of training equipment and materials
- Provide operational services to clients (wilderness safety oversight for film crews, wildlife monitoring, medic services, etc.) commensurate with qualifications and abilities
- Traveling (independently or with colleagues) to remote communities throughout the Canadian North

## **Requirements**

- Confidence and experience as a teacher or instructor (teaching/instructing experience with adult and First Nations groups shall be considered an asset)
- Competence and experience managing higher-risk activities, exercising excellent safety judgement, decision making, and risk management
- Familiarity and competence with program development process (curriculum design, lesson planning, development of instructional materials, design of assessment and evaluation tools)
- Strong and courteous speaking and communication skills
- Ability to adapt instructional approach and materials to meet unique needs of various students and student groups
- Flexibility, adaptability, and energy allowing you to thrive in a fast-paced and dynamic work environment
- Integrity, professionalism, maturity, reliability, and accountability
- Ability and desire to expand areas of expertise and develop new capabilities
- Responsible, self-motivated, able to self-direct and solve complex problems independently
- Committed to excellence
- Criminal Record Check
- Ability to develop effective working relationships with colleagues, students, and clients in a team environment
- Desire to travel frequently throughout the NWT and Northern Canada
- Substantial wilderness skills and experience
- Work experience in industrial settings considered an asset
- Competent and familiar with Microsoft Office programs (Word, Excel, Powerpoint)
- Valid Driver's Licence
- Arctic Response Canada Ltd. is willing to provide on-the-job training though formal certification and/or substantial experience in the following will be considered assets:
  - First aid, advanced first aid, wilderness first aid, medic/paramedic qualification
  - Wilderness travel/living, survival skills, map/compass/GPS navigation
  - Wildlife safety, firearms handling, firearms Possession and Acquisition Licence
  - Motorboat, jet boat, ATV, and snowmobile operations
  - Lifeguarding, swiftwater rescue, ice safety and rescue
  - Helicopter safety and operations

## **Additional Benefits of Employment**

- Excellent employee benefits package
- Opportunity for overtime work (paid at 1.5 x regular hourly wage)
- On-the-job training opportunities
- National Joint Council Duty Travel Allowances when required to teach outside of Yellowknife
- Opportunity to travel to dozens of remote communities across Northern Canada
- Flexible hours when not teaching
- Living and working in an outdoor enthusiast's wonderland!

## **Application Deadline**

Review of applications will begin April 23<sup>rd</sup>. Applications will be accepted beyond this date until the position has been filled. Short-term contract work may be available to the suitable candidate for spring / summer 2018.

## **Application Process**

Please email resume and cover letter to:

Adam Woogh  
NWT/NU Regional Manager  
Arctic Response Canada Ltd.  
Adam\_Woogh@arcticresponse.ca