

The Corporation of The Town of Georgina



Volunteer Firefighter Recruitment Process

January 13, 2025



GEORGINA

Dear Volunteer Firefighter Candidate:

Thank you for your interest in securing a position as a Volunteer Firefighter for the Town of Georgina.

This package contains the information necessary for submitting your online application and outlines the Volunteer Firefighter Recruitment Process as well as an overview of the expectations required of a Volunteer Firefighter.

At the Town of Georgina, we welcome and encourage applications from people with disabilities and will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If you require an accommodation(s) at any stage in the recruitment and selection process, please voluntarily inform a member of our Human Resources team and we will work with you to meet your needs. Please be advised that this information will be treated in a confidential manner.

Please ensure that you meet all the requirements outlined prior to submitting your application package. Only those candidates determined to have met the pre-requisite requirements will be considered to participate in Stage 4 of the recruitment process.

On behalf of the Corporation of the Town of Georgina, we wish you every success in your endeavour to join our team of Volunteer Firefighters.

Sincerely,

For The Town of Georgina

Ron Jenkins
Fire Chief/Director of Emergency Services

Georgina Fire and Rescue Services

Volunteer Firefighter Recruitment Process

Overview of the Stages

1. Job Posting
2. Information/Question Session
3. Application
4. Firefighter Pre-Qualification Examination
5. Interviews With Selection Committee
6. Medical Assessment/Swim Test/Physical Fitness Assessment
7. Reference Checks
8. Appointment

Recruitment and Selection Process

The process for selecting Volunteer Firefighters consists of the following:

Critical Dates

Monday, Jan. 13, 2025:	Job Posting - Accepting Applications for positions in: Station 1-4 -165 The Queensway South, Keswick Station 1-6 - 37 Snooks Road, Sutton Station 1-8 - 270 Pefferlaw Road, Pefferlaw
Monday, Jan. 27, 2025:	7 p.m. - 9 p.m. In-Person Information/Question Session (Attendance is not mandatory but highly recommended) Register No later than Thursday, Jan. 23, 2025, at 4 p.m. To register email: fireadmin@georgina.ca and provide: Name, email address and cell/home phone number
Friday, Jan. 31, 2025:	Closing deadline for applications at 11:59 p.m.
Thursday, Feb. 6, 2025:	Candidates selected to write the pre-qualification exam to be contacted
Monday, Feb. 10, 2025:	Pre-qualification exam: 3 times slots 10 a.m., 2 p.m. and 7 p.m. Station 1-4 Training Room 165 The Queensway South Keswick, ON
Friday, Feb. 14, 2025:	Candidates selected for interviews to be contacted
February 18-26, 2025:	Interviews to be held – Dates, times and locations to be confirmed
Friday, Feb. 28, 2025:	Candidates notified to attend York University Medical/Swim Test and Physical Fitness/Medical Testing
Wednesday, March 5, 2025:	Swim Test - Georgina Leisure Pool between 4 p.m. and 9 p.m.
Sunday, March 30, 2025:	York University Medical Assessment/Physical Fitness Assessment Note: The cost of the York University testing is the responsibility of the candidate

Apr 1-11, 2025:	Reference Checks to be conducted
Monday, April 14, 2025:	Job offer
Thursday, April 17, 2025:	Deadline for Acceptance of Job offer due by 4 p.m.
Monday, May 5, 2025:	Orientation/Start Date

Please note that PPE and bunker sizing will occur between April 22-25, 2025.

At each step, successful candidates identified by the Town will proceed to the next step in the selection process. Please be advised that only those applicants who are selected by the Town to move to the next step in the process will be notified by email.

Stage One – Job Posting

Advertisements will be placed on the Town's page of The Advocate and the Town web site georgina.ca under the [Careers-Current Opportunities](#) section. The closing date for applications, as specified in the advertisement, will be adhered to.

Stage Two – Information/Question Session

In Person Information/Question Session

Monday, Jan. 27, 2025

7 p.m. to 9 p.m.

Station 1-4 – Training Room

165 The Queensway South

Keswick, ON

Stage Three – Application

In order to apply, an online application must be submitted by 11:59 p.m. on Friday, Jan. 31, 2025. The online application can be accessed by visiting our website at georgina.ca, [Careers-Current Opportunities](#) and select Volunteer Firefighter. Applications must include all of requested documentation outlined below and quote job posting #2025.03. Candidates must also meet the following criteria:

- Must be able to work in a highly structured work environment and follow rules, regulations and the procedures of the Georgina Fire and Rescue Services.
- Must possess and maintain the physical strength and agility to perform arduous work and to competently operate all fire fighting/rescue apparatus and equipment and all safety equipment under all types of adverse conditions frequently for prolonged periods of time.
- Must have the ability to follow direction, make decisions and to react calmly and quickly in emergency situations.
- Must be at least 18 years of age.
- Excellent communications skills, both written and verbal.
- Must have no criminal record unless a pardon has been granted under the Criminal Record Act of Canada and has not been revoked.
- Must possess a valid Ontario driver license class "G" in good standing. **Successful candidates will be required to obtain their "DZ" license within the first year of employment at their own expense.**
- Must submit a driver abstract for the past 3 years, deemed as satisfactory to the Town, dated no earlier than January 13, 2025.
- Have prescribed 20/30 uncorrected vision in each eye without corrective lenses, with color vision, depth perception and peripheral vision that is safe for Firefighters (to be tested through the York University Fitness/Medical Testing).

- Have prescribed normal unaided hearing – hearing thresholds no greater than 30

decibels in each ear at 500 Hz, 1000 Hz and 2000 Hz, and no significant loss in higher frequencies (to be tested through the York University Fitness/Medical Testing).

- NFPA Firefighter Certification (NFPA 1001 – Firefighter I and II which includes 1072 HazMat Awareness and Operations is not required but preferred.
- Availability to attend emergency calls during days, nights, weekends and statutory holidays, which includes meeting with minimum call response rate determined by the Town. Ability to work extended hours when required as a result of emergency responses.
- Available to regularly attend scheduled training events which may be scheduled during weekends, which includes meeting with minimum attendance at training rate determined by the Town.
- Have an Ontario Secondary School Diploma or equivalent.
- Police Vulnerable Sector Check (PVSC), deemed as satisfactory to the Town (Proof of payment will be accepted until the PVSC is received under Stage Eight).
- Must be a resident of Georgina, residing in the community in which you will be responding to as a volunteer in either Keswick, Sutton or Pefferlaw.

Please submit the following documents with your application:

- Cover letter and resume
- Photocopy of a valid Ontario Secondary School Diploma or equivalent
- Photocopy of any post-secondary education certifications/diplomas/licenses
- Photocopy of a minimum Class “G” valid Ontario Drivers Licence

Note: Failure to include any of the above requested information will result in immediate disqualification of the application without notice to the candidate. No exceptions or extensions will be granted.

Stage Four - Firefighter Pre-Qualification Examination

Candidates who are determined to meet the requirements outlined in stage three will be invited to attend a Volunteer Firefighter Pre-Qualification Examination and will be contacted by email.

The following documents are to be submitted on this date:

- A current Drivers Licence abstract dated not earlier than January 13, 2025 and which must be deemed as satisfactory to the Town.
- Proof of Payment required for original Police Vulnerable Sector Check with seal, dated not earlier than January 13, 2025 – Original document will be required to be submitted at Stage Eight.

Note: Failure to provide any of the above requested documentation will result in immediate disqualification of the application without notice to the candidate. No exceptions or extensions will be granted. Please be advised that any costs

incurred as a result of obtaining these documents is at the applicant's own expense and must also be deemed as satisfactory to the Town.

Stage Five - Interviews With Selection Committee

The interview will further assess the candidate's suitability for the Volunteer Fire Fighting position. Candidates selected to proceed will be invited to attend an interview with the Selection Committee and will be contacted by email.

Candidates are required to bring three (3) professional work-related sources from which references may be obtained. Please ensure to include the contact information for each reference provided. References from a minimum of 2 previous/current supervisors is required, which may only be waived in the event of an extenuating circumstance.

Stage Six – Medical Assessment/Swim Test/Physical Fitness Assessment

The medical assessment/swim test/physical fitness assessment is a mandatory component to the selection process. As well as being physically fit, a Firefighter must also be free of any medical conditions that could affect the health and safety of themselves, the public or fellow fire fighters. Candidates at this stage will be required to undergo a swim test at the Georgina Leisure Pool and a physical fitness and medical assessment at York University, together with a physician conducted pre-employment medical assessment by a qualified medical practitioner. The candidate will be required to sign a release permitting the results of the testing to the Town of Georgina and provide a "Fit to Work" form. A candidate must successfully complete this Stage to the satisfaction of the Town in order to be considered to move to the next stage.

Note: The cost of the Physical Testing and Medical Assessment will be the responsibility of the candidate.

Stage Seven - Reference Checks

Those candidates who are determined to successfully complete Stages Five and Six will undergo a reference check. References must be satisfactory to the Town.

Stage Eight - Appointment

The Human Resources office will contact the successful candidate(s) with an offer of position. Upon verbal acceptance by the successful candidate(s), written confirmation of the offer will be sent. The individual will be required to return the signed letter acknowledging their acceptance of the conditions for a Volunteer Firefighter position to the Human Resources office no later than Thursday, April 17, 2025 at 4 p.m., together with the **original** Police Vulnerable Sector Check with seal, dated not earlier than January 13, 2025.

Volunteer Firefighter Recruitment Pre-Qualification Exam

All candidates that qualify to write the exam will be notified by
Thursday, Feb. 6, 2025

Exam Date: Monday, Feb. 10, 2025

Time: 10am; 2 p.m. and 7 p.m.

Location: Station 1-4 – Training Room
165 The Queensway South, Keswick, ON

The examination is based on general knowledge and general aptitude.

Note: You must bring your own pens and/or pencils and Photo ID (Driver's License to the examination, together with:

- A current, Drivers Licence abstract dated not earlier than January 13, 2025 and which must be deemed as satisfactory to the Town.
- Proof of Payment required for original Police Vulnerable Sector Check with seal, dated not earlier than January 13, 2025 – Original document will be required to be submitted at Stage Eight.

Note: Depending upon the number of candidates, the examination time may change to include additional time slots on Monday, Feb. 10, 2025.

Commitment and Expectations

The commitment of a volunteer firefighter is a dedication towards your community and to the Georgina Fire and Rescue Services. This section outlines some of the expectations and requirements of a volunteer firefighter once employed by the Town of Georgina.

All Volunteer Firefighters must adhere to the Georgina Fire and Rescue Service's Standard Operating Procedures and Guidelines (SOPs/SOGs) and are subject to all rules, regulations and policies developed by the Town of Georgina and Georgina Fire and Rescue Services.

You are representing the Georgina Fire and Rescue Services at all times.

In the event that your work or life situation changes and/or you move out of Georgina, and cannot meet our response or any other employment related criteria, including that which is listed below, it will be understood that you will no longer be permitted to carry on in your role as a Volunteer Firefighter.

Recruit Training and Probationary Period – Year 1

0 To 12 Months

- Recruit Training – you are required to attend 100% of training (without pay) throughout the recruit training period until you are assigned to a station volunteer roster, at which time you will attend station training and need to maintain 70% attendance.
- It is the volunteer fire fighter's responsibility to obtain their DZ license within the probationary period of one year 0 to 12 months in order to drive our emergency vehicles which is a requirement of the role and they obtain NFPA 1002 Pump Operations.
- Black Helmet Achievement with Pager (3 to 12 months) when you are assigned to a station volunteer roster, at which time you will receive 70% of the volunteer fire fighters' rate of pay.

Year 2 Expectations and Requirements

- 100% of the volunteer fire fighters' rate of pay will be received provided the volunteer fire fighter has obtained their DZ license.
- Must obtain driver qualification for type 2 apparatus (single axle) by end of the volunteer fire fighter's 2nd year.
- Must attend 70% of training sessions.
- Must attend 40% of volunteer paged calls