



**SAIK'UZ  
FIRST  
NATION**

135 Joseph Street  
Vanderhoof, Saik'uz Territory  
BC, V0J 3A1  
250-567-9293

## **FIREWOOD COORDINATOR**

Supervisor: General Manager

Hours: On-call, permanent

### **Job Summary**

As the Firewood Coordinator, you will support Saik'uz First Nation members by coordinating the preparation, tracking, and delivery of firewood to the Saik'uz community. In this role, you will help maintain firewood inventory, complete daily delivery requests, support safe equipment use, and ensure records are accurate for reporting and payments. Your work helps provide reliable service to members while supporting safe, organized, and responsive operations.

### **Duties & Responsibilities**

- Inventory timber supply and maintain accurate wood supply documentation
- Collaborate with the Administrative Receptionist to organize, confirm, and correctly process firewood orders
- Record and submit all sales, delivery, and payment documentation accurately
- Cut and split wood according to orders and delivery needs
- Deliver firewood to Saik'uz community members in a safe and timely manner
- Wear required personal protective equipment (PPE) and model proper use and safety for crew members
- Ensure crew members are trained in the safe use of all equipment and PPE, dress appropriately for weather conditions, and comply with process
- Maintain all equipment, including saws, and report any issues
- Provide weekly firewood inventory reports to the General Manager

## Qualifications & Skills

- Experience operating and maintaining wood-cutting equipment, such as power saws and wood splitters
- Physically capable of regular outdoor labour in varying weather conditions
- Knowledge of safe work practices and proper use of PPE
- Strong attention to detail and accurate recordkeeping
- Timely, efficient, reliable, safety-conscious, and able to follow protocol and procedures
- Good communication skills and ability to work respectfully with community members, Elders, staff, and crew members, independently or on a team
- Must be willing to follow Saik'uz First Nation policies, procedures, and safety requirements

## Salary & Benefits

- Wage: \$26 per hour
- Benefits: Paid vacation, sick, and culture days after 3-month probation

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at [resume@saikuz.com](mailto:resume@saikuz.com). If submitting via email, include "Firewood Coordinator" in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

We thank everyone for their interest; however,  
only those selected for an interview will be contacted.