

The Corporation of The Town of Georgina



Volunteer Firefighter Recruitment Process

September 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. On-Line Application Process
4. Firefighter Pre-Qualification Examination and Practical Skills Assessment
5. Swim Test
6. Interviews with Selection Committee
7. Medical Assessment and Physical Fitness Assessment
8. Reference Checks
9. Appointment

Recruitment and Selection Process

The process for selecting Volunteer Firefighters consists of the following:

Critical Dates

Tuesday, Sept. 16, 2025:	Job Posting - Accepting Online Application Process for positions in: Station 1-4 -165 The Queensway South, Keswick Station 1-6 - 37 Snooks Road, Sutton Station 1-8 - 270 Pepperlaw Road, Pepperlaw
Monday, Sept. 22, 2025:	7 p.m. - 9 p.m. In-Person Information/Question Session (Attendance is not mandatory but highly recommended)
Friday, Oct. 3, 2025:	Closing deadline for online application process at 11:59 p.m.
Thursday, Oct. 9, 2025:	Candidates selected to write the pre-qualification exam and complete the practical skills assessment to be contacted
Sat & Sun, Oct. 18-19, 2025:	Pre-Qualification Exam & Practical Skills Assessment 3 Hour Time Slots 9am-12pm; 1pm-4pm; 6pm-9pm Station 1-4 Training Room 165 The Queensway South Keswick, ON
Wednesday, Oct. 22, 2025:	Candidates notified to attend Swim Test at the MURC
Sunday, Oct 26, 2025:	Swim Test –MURC 5pm-9:30pm
Friday, Oct. 31, 2025:	Candidates notified to attend interview
November 4-7, 2025:	Interviews to be held – Dates, times and locations to be confirmed
Wednesday, Nov. 12, 2025:	Candidates notified to attend York University Medical and Physical Fitness Testing
Saturday, Nov. 15, 2025:	York University Medical Assessment/Physical Fitness Assessment – two time slots 8:30am and 10:30am Note: The cost of the York University testing is the responsibility of the candidate
November 18-21, 2025:	Reference Checks to be conducted

Tuesday, Nov. 25, 2025: Job offer

Friday, Nov. 28, 2025: Deadline for Acceptance of Job offer due by 4 p.m.

Monday, Jan. 12, 2026: Orientation/Start Date

Please note that PPE and bunker sizing will occur between December 2-5, 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

The job posting will be placed on the Town's website at 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, Sept. 22, 2025

7 p.m. to 9 p.m.

Station 1-4 – Training Room

165 The Queensway South

Keswick, ON

Stage Three – Online Application Process

In order to apply, submit your resume and documentation by 11:59 p.m. on Friday, Oct. 3, 2025. The online process can be accessed by visiting our website at georgina.ca, [Careers-Current Opportunities](#) and select Volunteer Firefighter. Submissions must include all of requested documentation outlined below and quote job posting #2025.97. 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 firefighting/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 licence class "G" in good standing. **Successful candidates will be required to obtain their "DZ" licence 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 September 16, 2025.
- Prescribed 20/40 corrected vision in each eye with hard or soft contact lenses or spectacles; or 20/20 uncorrected vision in each eye
- Colour vision, depth perception and peripheral vision that is safe for Firefighters (to be tested through the York University Fitness/Medical Testing).
- 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:

- Cover letter and resume
- Photocopy of a valid Ontario Secondary School Diploma or equivalent
- Photocopy of any post-secondary education certifications/diplomas/licences
- 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 recruitment process without notice to the candidate. No exceptions or extensions will be granted.

Stage Four - Firefighter Pre-Qualification Examination and Practical Skills Assessment

Candidates who are determined to meet the requirements outlined in stage three will be invited to attend a Volunteer Firefighter Pre-Qualification Examination and Practical Skills Assessment 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 September 16, 2025 and which must be deemed as satisfactory to the Town.

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 – Swim Test

Candidates moving forward to Stage Five will be contacted to complete the Swim Test which consists of the following two consecutive tests:

(1) Tread Water

- Tread water, unassisted, for ten (10) consecutive minutes.

(2) Swim 200 meter (8 lengths of the pool)

- Using any combination of swimming strokes (Front Crawl or Breaststroke)
- Candidates must keep making progress toward the end(s) of the pool.
- Time limit: ten (10) minutes

Stage Six - Interviews with Selection Committee

The interview will further assess the candidate's suitability for the Volunteer Firefighting 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 (*email addresses and phone numbers*) 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 Seven – Medical Assessment and Physical Fitness Testing

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 firefighters. 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 Eight - Reference Checks

Those candidates who are determined to successfully complete Stage Seven will undergo a reference check. References must be satisfactory to the Town.

Stage Nine - 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 Friday, November 28, 2025 at 4 p.m., together with the **original** Police Vulnerable Sector Check with seal, dated not earlier than September 16, 2025.

**Volunteer Firefighter Recruitment
Pre-Qualification Exam and Practical Skills Assessment**

All candidates that qualify to write the exam will be notified by
Thursday, Oct. 9, 2025

Date: Saturday, October 18, 2025 and Sunday, October 19, 2025

Times: 9a.m., 1p.m. and 6p.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 to the examination, together with:

- Valid Ontario Driver's Licence (**PROOF OF RESIDENCY**)
- A current Drivers Licence abstract dated not earlier than September 16, 2025 and which must be deemed as satisfactory to the Town.
- Green patch safety footwear.

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 firefighter's responsibility to obtain their DZ licence 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) upon assignment to a station volunteer roster, members will receive 100% of the volunteer firefighter rate of pay.

Year 2 and Ongoing Expectations and Requirements

- 100% of the volunteer firefighters' rate of pay will be received provided the volunteer firefighter has obtained their DZ licence.
- Must obtain driver qualification for type 3 apparatus (single axle) by end of the volunteer firefighter's 2nd year.
- In accordance with the Driver Training Program, members are expected to progress to qualification on Type 4 apparatus (tandem axle – tanker) and Type 5 apparatus (aerial/platform) as outlined in the program.
- Must attend 70% of training sessions.
- Must attend 40% of volunteer paged calls.
- Members are required to promptly notify the department of any changes to their home address or driver's licence status.
- Members are encouraged to actively participate in community events and public education activities as opportunities are scheduled.