



KWIAKAH FIRST NATION

Job Description

Position:	Forest Keeper - Marine
Reports to:	Site Manager
Date:	July 2025

Position Summary:

Reporting to the Site Manager, the Forest Keeper will work collaboratively within a team whose focus will be rooted in regenerative forestry and the well-being and protection of the marine territory of the nation. Responsibilities will include increasing the Kwiakah First Nation (KFN) presences in the land and on the shores, conducting surveys, research, monitoring and collecting data on the ecological health within the territory.

This is a full-time position (Monday to Friday, 40 hours per week) based at the Kwiakah Centre of Excellence in Phillips Arm, within the Kwiakah First Nation's traditional territory. The successful candidate will be responsible for operating a band-owned boat to travel between Campbell River and the worksite. While daily travel is typically expected, flexibility is essential, as weather, tides, and operational needs may occasionally require extended stays at the field station including overnight or multi-night stays at the employer's discretion.

Position Responsibilities:

Program

- Providing a presence throughout the territory on behalf of the Kwiakah First Nation
- Conducting patrols throughout the territory
- Engaging with all visitors on the KFN traditional territory, providing information, and offering assistance where necessary
- Interacting with resource users, including sports fishermen, and other commercial operators
- Assisting and responding to community emergencies such as wildlife encounters that require immediate attention
- Wearing the proper uniform and having the appropriate safety supplies available in the course of duty

Monitoring & Data Collection

- Collecting and recording data, related to the health of Phillips Arm ecological and cultural values and the impacts of resource use on these values including:
 - Monitoring human use, tourism, and wildlife sightings throughout territory



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- Monitoring and reporting resource violations/infractions of our indigenous laws as well as federal/provincial regulations
 - Monitoring all fisheries, including food fishing, commercial fishery, sport fishers
 - Monitoring and documenting hunting activities
- Working with elders to document cultural sites and monitoring impacts
- Entering data on a daily/weekly basis into the database and data is kept secure
- Reporting on results of all monitoring efforts to the Site Manager in a timely manner
- Supporting land use plan initiatives and priorities

Issue Management:

- Responding professionally to violations in an appropriate manner by approaching resource users and documenting relevant information
- Supporting the response to community reports regarding illegal or suspicious activities in the KFN territory
- Acting in a first responder capacity in the event of environmental disasters or emergencies
- Working in close cooperation with the Canadian Coast Guard
- Participate in search and rescue activities

Administration and Education:

- Supporting joint patrols with relevant enforcement agencies where appropriate
- Conducting, community outreach and education
- Other duties as assigned

Education & Experience

- High School diploma with 3 years of general work experience required
- Minimum 3 years' boating experience and knowledge about vessel operations including experience with waterways in Kwiah territory (e.g. Discovery Passage and Cordero Channel) required
- Required certifications: Small Vessel Operator Proficiency, Radio Operator, Marine Emergency First Aid
- Proficient computer skills, including Word, Excel, email and using handheld devices is an asset
- Familiarity with Kwiah First Nation's territory, values, and environmental commitments is highly valued

Other Desired Qualifications

- Strong communication skills and be able to interact with visitors and resource users in a polite and positive manner
- Confident, comfortable, and assertive in addressing violation issues with community members and resource users
- Dependable, motivated and demonstrates a strong work ethic



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- Shows initiative and is a team player
- Demonstrates a strong commitment to protecting the health of the KFN territory and culture

Working Conditions

This field position requires working extensively under isolated conditions on the territory, including in the forest, marine and lake environments. The working conditions are rugged terrain, boat work on rough waters, and sometimes extreme weather conditions that can change rapidly. You must demonstrate that you are comfortable outdoors and have the necessary first aid and safety training to be safe on the job.

Physical Requirements

This position requires a high level of physical stamina and comfort working in challenging outdoor environments. Tasks involve hiking, lifting and transporting equipment, and working in and around boats. Candidates must be in good physical condition and able to work safely under physically demanding conditions.