



Four Directions
Indigenous Student Centre



Four Directions Indigenous Student Centre

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| Position: | Indigenous <u>Lead</u> Fire Keeper (1 position) |
| Term: | September 2026 – April 2027 |
| Remuneration: | \$21.60/hour |
| Deadline to apply: | May 27 th , 2026 (or until position is filled) |

Background:

Four Directions Indigenous Student Centre (FDISC) strives to be a home away from home for Indigenous students. FDISC provides holistic support (emotional, physical, spiritual, and mental) to Indigenous students at Queen's University by offering cultural counselling, academic advising, support services, feasts, social, and cultural activities.

The Tipi in the backyard of the FDISC is an integral space for Indigenous students, staff, and community at Queen's University. FDISC frequently facilitates cultural events, programming, and services inside of the Tipi where a sacred fire is at the core. With the launch of our Indigenous Fire Keepers program, our goal is to create student leadership roles with a focus on learning traditional fire keeping protocols and practices, caring for the Tipi space, and facilitating a welcoming learning space for Indigenous students. Although the Fire Keeper role is traditionally viewed as a male identifying role, this position is open to all gender identities.

Please note we are hiring 1 Lead Fire Keeper and 2-3 Fire Keepers (please see separate job description)

Key Duties:

- Learn and practice traditional fire keeping teachings/practices/protocols (training will be provided);
- Responsible for organizing and scheduling work hours for Fire Keepers;

- Assist with the training of Fire Keepers;
- Demonstrate strong leadership abilities and experience;
- Build a positive relationship and rapport with Indigenous students and staff;
- Act as a positive role model showing others how to navigate the Tipi space;
- Share traditional protocols/teachings with patience, a good mind, and kindness;
- Help facilitate and encourage attendance at the FDISC and other social programming;
- Represent FDISC within the Queen's community, Indigenous community, and the larger community at events, on social media, and during recruitment opportunities;
- Fire keep for FDISC recurring programming and/or special events;
- Care for the Tipi space;
- Report to, and work closely with, the Cultural Counselor, Elder, and Indigenous Advisor to ensure connection with FDISC;
- Maintain records of attendance and Tipi caretaking duties;
- Participate in training, programs, and activities;
- Conduct yourself according to the Queen's Academic Integrity Policy (<https://www.queensu.ca/academicintegrity/home>);
- Conduct yourself according to the Queen's Student Code of Conduct (http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/senateandtrustees/Code_of_Conduct_final_2008.pdf); and
- Other duties as assigned.

Skills Required:

- Possess an interest, passion, and enthusiasm for learning traditional Indigenous fire keeping protocols/teachings/practices;
- Ability to share fire keeping teachings/protocols with others in a kind, encouraging, and nonconfrontational way;
- Conduct self in a respectful, non-judgmental, and supportive manner;
- Demonstrate leadership potential;
- Possess excellent time management and organizational skills;
- Effective open and on-going communication and interpersonal skills;

Eligibility:

- Full-time equivalent Queen's undergraduate or graduate student with at least one year experience as a Queen's student;
- Documentation to show that students meet one of the following criteria:
 - Option 1 – Government Documentation

- “Certificate of Indian Status” issued by Indian and Northern Affairs Canada that is current and not expired;
 - Certified copy of a Métis Nation Citizenship card from one of the four provincial affiliates (Métis Nation of Ontario including "complete citizenship" confirmation letter from the MNO Registrar, Métis Nation Saskatchewan, Métis Nation of Alberta, Métis Nation British Columbia) of the Métis National Council; or a valid membership card from one of the Metis Settlements of Alberta, the Northwest Territory Métis Nation, or the Manitoba Métis Federation;
 - Certified copy of a Nunavut Trust Certificate card or Inuit Enrollment card associated with one of the Land Claim Agreements in the claim regions of Nunavut, Nunatsiavut, Nunavik, and Inuvialuit;
 - Citizenship identification issued by a First Nation that has a modern Treaty and / or self-government agreement;
 - Membership card or other documentation indicating that the person is a Non-Status First Nation person who is a member of an Indigenous organization negotiating a treaty or other agreement with the federal and/or provincial governments; and
 - American Indian, Alaskan Native, or Native Hawaiian citizenship document from tribes that are state or federally recognized or recognized by the [National Congress of American Indians](#).
- Option 2 – Applicant Self-Declaration
 - a statement about their existing lived experiences and ongoing relationship to a legally recognized and rights bearing¹ Indigenous community, Nation, or People. This includes specific information about the First Nation, Inuit, or Métis community such as their treaty, scrip, land claim, and territory or region; AND
 - The applicant will also be required to provide a letter of verification issued by a recognized First Nation, Inuit, or Métis community claimed by the applicant.
- Must have demonstrated connection with an Indigenous community and other Indigenous networks, and;
- Good academic and student conduct standing;
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role. *Please note: successful candidates are eligible to have the cost of their CPIC reimbursed. Please keep your receipt and connect with the Indigenous Advisor to request this*.

Time Commitment:

- Minimum of one team meeting per week with Elder, Indigenous Advisor, Lead Fire Keeper, and other Fire Keepers;
- Maximum 6 hours of fire keeping per week;
- There are no set hours per week for this position, as time commitments may fluctuate based on the timeline of events/programs; and
- The term will be from September 2026 to April 2027.

Benefits:

- Build meaningful relationships with other Indigenous students, FDISC staff, and campus partners;
- An employment opportunity that is flexible with your academic schedule;
- Develop and practice critical workplace skills;
- Learn learning traditional Indigenous fire keeping protocols/teachings/practices; and
- Give back to the Indigenous student community on campus.

Please send Indigenous citizenship documentation, resume, and cover letter to Jessica Parks, Indigenous Advisor, via email at jessica.parks@queensu.ca

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.