

COMMUNITY SAFETY PATROL AND AMBASSADOR SUPERVISOR

Immediate full time position available



JOB DESCRIPTION

POSITION SUMMARY

The Safety Patrol Supervisor oversees the West End BIZ's safety patrols and ambassadors. The supervisor ensures that the objectives and the tasks of the safety program are carried out. Safety patrols and ambassadors are the "eyes and ears" on the street ensuring the BIZ is aware of safety and other concerns in the neighbourhood. The department assists the Winnipeg Police by **observing** and **reporting** on any concerns. The safety patrols and ambassadors contribute to area safety by "walking the beat," monitoring and reporting street hazards and graffiti and connecting with BIZ members and community members.

Collecting information from BIZ members and raising awareness of the patrol and ambassador program is a key part of the safety program. The supervisor will be responsible for ensuring outreach and community connections are maintained and that the patrols and ambassadors act as goodwill ambassadors in the West End. The Safety program works closely with patrol programs at the Exchange District BIZ and the Downtown BIZ as well as University of Winnipeg security. The Safety program also interacts directly with the Winnipeg Police Department and Fire/Paramedic Services.

REPORTING

The Safety Patrol Supervisor reports directly to the Executive Director and works in close collaboration with the BIZ Safety Liaison and Safety & Maintenance Coordinator.

AREAS OF RESPONSIBILITY

- Provide Daily guidance and direction to Community Safety Patrols and Ambassadors
- Perform street level Community Patrolling duties of the West End area while providing guidance to staff.
- Connect and meet with BIZ members to collect information about safety and other needs of members.
- Identify operational weaknesses and opportunities
- Ensure monthly and statistical reports are completed for Safety program
- Enforce organizational policies and procedures; provide coaching and feedback as required.
- Liaise with police and other safety partners as needed
- Identify safety hazards, provide or delegate safewalks and other
- Perform other duties as assigned

REQUIRED QUALITIES

- Strong note-taking, reporting and problem-solving skills
- Professional, respectful, positive and pleasant demeanour
- Strong public relations skills
- Ability to maintain confidentiality and display professionalism in all situations is crucial

QUALIFICATIONS

A High School diploma is required. Post-secondary education (completed or in progress) in a related discipline an asset. Candidates must also be able to produce a clear criminal record and clear child abuse registry check. Must be physically fit to patrol on foot for 7.5 hours a day in all weather conditions. Must be able to perform other physical duties as described. Must be able to understand and communicate clearly in English both verbally and in writing. Additional language(s) is considered an asset.

HOURS OF WORK / RATE OF PAY

Schedule varies to meet operational needs, must be able to work days, evenings, and weekends. 7.5 paid hours per day, 37.5 hours per week. Wages are \$17.00 per hour with 4% vacation pay, paid sick time.

OTHER BENEFITS

Full kitchen and locker available. Paid training, with uniform and equipment provided. Enjoyable and supportive work environment. Central location on major bus routes and close to restaurants and shops. All positions are subject to available funding and funding criteria.

Send resume and cover letter detailing qualifications and stating availability for above position to: **ryan@westendbiz.ca** or **drop off at 581 Portage Ave.** No phone calls please. Only candidates meeting the qualification criteria will be considered. Only those selected for interviews will be contacted.