

COMMUNITY PATROL AMBASSADOR

(Summer Position x 2)



JOB DESCRIPTION

POSITION

The West End BIZ Community Patrol is a group of paid and volunteer individuals who are responsible for promoting a safer and friendlier West End by serving as extra “eyes and ears” to assist the Winnipeg Police Service. The Patrol is radio equipped on the same system as the University of Winnipeg security team. The West End BIZ Community Patrol Ambassador must be able to work well independently and in a team environment. The Patrol interacts directly with community and business members and area stakeholders.

REPORTING

The BIZ Community Patrol Ambassador reports directly to the Executive Director and works cooperatively with other BIZ staff.

MAIN AREAS OF RESPONSIBILITY

- Follow all regulations and policies of the West End BIZ;
- Be punctual in performance of all assignments and duties;
- Observe the protocol for two-way radio communication;
- Provide the public with directions, general assistance or referrals and assistance regarding safety concerns and issues;
- Provide community services such as safe walks, vehicle and property audits;
- Assist in the maintenance of the BIZ member database by identifying and reporting new businesses and vacant commercial property;
- Deliver and pick up materials to and from various businesses as required;
- Remove posters and/or advertising from hydro poles and assist with garbage removal;
- Apply First Aid & CPR when required and maintain certification;
- Notify the proper authorities of all criminal or suspicious activities;
- Report all activities witnessed and performed, and follow up as required;
- Attend and promote West End BIZ events and other special events as assigned;
- Refer all media requests to the BIZ office for prior approval;
- Other duties as may be assigned from time to time.

QUALIFICATIONS

A High School diploma is required. Post-secondary education is an asset. Must produce a criminal record check. Candidates must be team-oriented and have a consistently positive, pleasant and professional demeanour. Must have strong public relations and diplomatic abilities, display sensitivity to cultural diversity, pay keen attention to detail and have excellent problem solving skills. The ability to maintain confidentiality is crucial to this position. Must be physically fit to patrol on foot and able to perform other duties as described. Initiative, responsibility and dependability are required qualities in candidates.

OTHER

Supportive and engaging work environment. Full kitchen and locker available. Paid training and uniform provided. Excellent work experience and networking, especially for those interested in a career in law enforcement.

HOURS OF WORK / RATE OF PAY

Hours of work are Monday through Saturday, day, evening and weekend shifts, for a total of 35 hours per week. Pay is \$12.00 per hour. The term runs from May 2 to August 26, 2011.