

# COMMUNITY SAFETY PATROLS

## Immediate full time and part time positions available

---

### JOB DESCRIPTION

#### POSITION SUMMARY

The West End BIZ Community Safety Patrol provide a reassuring presence for visitors, businesses, their customers and residents in the West End. They assist the Winnipeg Police Service as extra “eyes and ears” on the street, observing and reporting any concerns. They work on a variety of projects that contribute to area safety; graffiti, damaged lights, bulk waste or street hazards. The Patrol is radio equipped and work cooperatively with the Exchange BIZ and Downtown BIZ patrol programs, and University of Winnipeg security. The Patrol interacts directly with community and business members, area stakeholders and members of the Winnipeg Police Department and fire/paramedic services. The patrol also functions as goodwill ambassadors, assisting members of the public, businesses and stakeholders by providing information as needed and helping out at special events. The West End BIZ Community Safety Patrol work primarily in teams of two, but must be able to work well independently when required. The Patrol is about more than just safety...they are also ambassadors for the area and committed to the community.

**The position is ideally suited to those interested who may be interested in pursuing a career in law enforcement, social work, community development or related disciplines. The position provides excellent work experiences, learning opportunities and networking.**

#### REPORTING

The BIZ Community Patrol Ambassador works under the daily direction of the BIZ Safety Liaison (a retired WPS officer) and the safety & maintenance coordinator. All staff are responsible to the Executive Director.

#### MAIN AREAS OF RESPONSIBILITY

- Become fully familiar with the area and its stakeholders.
- Become fully knowledgeable of the West End BIZ functions, programs, projects and initiatives.
- Follow all regulations and policies of the West End BIZ and be punctual in performance of all assignments and duties;
- Observe the proper protocol at all times for two-way radio communication;
- Liaise with WPS officers as required.
- Attend community safety meetings as required.
- Patrol duties include, but are not limited to:
- Provide the business, residents and visitors in the area with information, general assistance or referrals
- Identify, address or refer for assistance area safety concerns and safety hazards
- Notify the proper authorities of all criminal or suspicious activities;
- Report on all activities witnessed and performed, and follow up as required;
- Visit businesses and stakeholders answering questions and providing information as requested.
- Conduct safe walks, and safety audits;
- Assist at accidents scenes, contacting emergency authorities as required;
- Apply First Aid & CPR when required;
- Conduct special projects as noted above in summary working collaboratively with other BIZ staff and community partners and stakeholders;
- Assist in the maintenance of the BIZ member database by identifying and reporting new businesses and vacant commercial property;
- Deliver and pick up materials as required;
- Remove posters and/or advertising from public structures and assist with litter removal as required.
- Attend and promote West End BIZ events and other special events as assigned;
- Other duties as may be assigned from time to time.

#### QUALIFICATIONS

A High School diploma is required. Post-secondary education (completed or in progress) in a related discipline required. Candidates must also be able to produce a clear criminal record and clear child abuse registry check.

Up to date First Aid / CPR training preferred. Must be physically fit to patrol on foot for 7 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.

### REQUIRED QUALITIES

Candidates must be able to demonstrate they are community oriented and have a consistently professional, respectful, positive, and pleasant demeanour. Must have strong public relations and diplomatic abilities, and be respectful of all cultural backgrounds. Keen attention to details, excellent problem solving skills, initiative, responsibility and dependability are expected. The ability to maintain confidentiality and display professionalism in all situations is also crucial to this position.

### HOURS OF WORK / RATE OF PAY

Monday to Saturday with daytime, evening and weekend shifts as required providing varied patrol coverage. Hours will vary according to operational needs. **Patrols are expected to work as scheduled.** 7 paid hours a day, 35 hours per week. Wages are **\$16.00 per hour** with 4% vacation pay.

### OTHER BENEFITS

Full kitchen and locker available. Paid training, with uniform and equipment provided. Paid sick time. 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 positons.**

**Apply to: [ryan@westendbiz.ca](mailto: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.**

