

Safety Coordinator

– Full time (35 hours per week)

JOB DESCRIPTION

Updated as of December 20, 2021

POSITION

The Safety Coordinator is responsible for coordinating the West End BIZ's safety program. The coordinator ensures that the objectives and the duties 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 concerns and happenings in the neighbourhood. The safety patrols and ambassadors contribute to area safety through visible presence, monitoring and reporting street hazards and graffiti, and connecting with BIZ members, area stakeholders, and the community.

Collecting information from BIZ members and raising awareness of the patrol and ambassador program is a key part of the safety program. The coordinator 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 other community safety programs in the area. The Safety program also interacts directly with the Winnipeg Police Department and Fire/Paramedic Services. The Safety Coordinator works closely with the BIZ Safety Liaison. The Safety Liaison will provide training and expertise to the Safety Coordinator wherever possible.

QUALIFICATIONS

- Post-Secondary education in a related discipline. Equivalent education or work experience, or a combination of both may be considered.
- Competence in Microsoft Office and/or Google Workspace.
- Strong interpersonal communication, leadership, and problem-solving skills.
- Strong organization and time management skills
- Professional, respectful, positive, and pleasant demeanour.
- Ability to maintain confidentiality and display professionalism in all situations.
- The successful candidate must be able to produce a drivers abstract, clear criminal record check, clear adult abuse registry check, and clear child abuse registry check.
- Candidates must be physically fit to patrol on foot for up to 7 hours a day in various weather conditions. Must be able to communicate in English both verbally and in writing. Additional language skills are considered an asset.

REPORTING

Reports directly to the Executive Director. Works in collaboration with other BIZ staff and the BIZ Safety Liaison.

MAIN AREAS OF RESPONSIBILITY

Safety Program:

- Provide guidance and direction to Community Safety Patrols and Ambassadors.
- Monitor department budget, purchasing, and operational needs.
- Perform street level community patrolling duties.
- Identify the needs of specific BIZ members, community groups, and neighbourhoods and respond appropriately.
- Establish and maintain a positive relationship with BIZ members.

- Ensure appropriate statistical reports are completed for Safety program.
- Enforce organizational policies and procedures; provide coaching and feedback as required.

Other Duties & Responsibility:

- Liaise with police and other safety partners as needed.
- Establish and maintain positive relationships with area stakeholders and community organizations.
- Work in partnership with other BIZ departments.
- Various shared office responsibilities.
- Perform other duties as assigned.

HOURS OF WORK / SALARY

35 Hours per week. Salary \$35,000 to \$37,000 annually depending on experience. RRSP and benefit plan. Great work environment. Typical office hours are Monday to Friday 9:00 AM to 4:30PM. Hours may vary due to operational needs. All positions are subject to available funding and funding criteria.

TO APPLY

Please submit cover letter and resume to the West End BIZ by e-mail (joe@westendbiz.ca). Only those selected for interviews will be contacted.