

# COMMUNITY SAFETY AMBASSADOR

Term position – 1 year

**WESTEND**  
BIZ

## JOB DESCRIPTION

*Updated as of January 25, 2022*

### POSITION SUMMARY

The Community Safety Ambassador is a part of the BIZ's Safety Patrol Team and is primarily responsible for connecting with West End BIZ members and community members to make the BIZ aware of safety issues and other issues affecting BIZ members. The Community Safety Ambassador builds relationships with members and the community and is the face of the West End BIZ in the neighbourhood.

The Community Safety Ambassador is responsible for helping the West End BIZ understand its members' and community's needs. The Ambassador is a source of information to help the BIZ build more effective programming and implement projects. As an information gatherer, this position works closely with the Economic Development department. **As a part of the safety department, this position is expected to work closely with the Community Safety Patrols and share responsibilities when needed.**

Our ideal candidate for this position should be enthusiastic, community-oriented, well organized, and self-motivating. They should have strong note-taking, reporting and problem solving skills and maintain a professional, respectful and pleasant demeanor. Above all, the successful candidate must be able to work in a team environment, maintain confidentiality and display professionalism in all situations.

### AREAS OF RESPONSIBILITY

- Meet with BIZ members to collect information about safety and other needs of members.
- Identify and report new businesses, business closures, vacant commercial property.
- Ensure monthly and statistical reports are completed for Safety program.
- Identify safety hazards and provide safe walks.
- Liaise with police and other safety partners as needed.
- Perform street level Community Patrolling duties of the West End area.
- Follow organizational policies and procedures.
- Perform other duties as assigned.

### REPORTING

Community Safety Ambassadors report directly to the Safety Coordinator and work in close collaboration with the Economic Development Coordinator. All staff are ultimately responsible to the Executive Director.

### QUALIFICATIONS

A High School diploma is required. Post-secondary education (completed or in progress) in a related discipline is an asset. Candidates must also be able to produce a clear criminal record and clear Adult and Child Abuse Registry check. Must be physically fit to patrol on foot for 6 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) are considered an asset. Valid CPR/First Aid certification is preferred.

### HOURS OF WORK / RATE OF PAY

Schedule varies to meet operational needs. **Must be able to work days, evenings, and weekends. 35 hours per week.** Wages are \$16.25 per hour with 4% vacation pay.

### 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.

To apply, please send resume and cover letter detailing qualifications for the above position **by e-mail** ([elise@westendbiz.ca](mailto:elise@westendbiz.ca)) or **drop off at 621 Erin St**, Monday through Friday between the hours of 9:00 am and 4:30 pm. Only those selected for interviews will be contacted. The posting will remain open until a suitable candidate is selected.