

JOB DESCRIPTION

Updated as of January 3, 2023

POSITION SUMMARY

The West End BIZ Safety Patrols are responsible for promoting a safer and friendlier West End and act as the connection between the BIZ and the community. Safety Patrols act as “eyes and ears” while in the community by collecting information and sharing it with the appropriate channels including the West End BIZ, the Winnipeg Police Service, the City of Winnipeg, and other relevant organizations. Additionally, patrols report safety hazards, respond to safety concerns, provide “safe walks”, record graffiti for clean-up, and suggest available community resources to those in need.

Our ideal candidate for the position should be enthusiastic, community-oriented, well-organized, and self-motivating. The candidate must be an effective problem-solver, possess strong communication and public relations skills, and strong note-taking skills. Above all, the successful candidate must be able to work in a team environment, maintain confidentiality, and display professionalism in all situations.

This position is ideal for students and individuals interested in a career in community work or law enforcement.

AREAS OF RESPONSIBILITY

- Perform foot patrol duties of the West End area, being a visible presence and providing assistance to the public.
- Provide directions, “safe walks”, general assistance, and resource information while on patrol.
- Visit BIZ members to collect information about safety and other needs.
- Identify safety hazards and remove them where possible.
- Keep a daily record of all activities witnessed and submit statistics or written reports when required.
- Liaise with police and other safety partners as needed.
- Provide information to other BIZ departments regarding issues in the community.
- Assist with West End BIZ supported events.
- Follow organizational policies and procedures.
- Perform other duties as assigned.

REPORTING

Community Safety Patrols report directly to the Safety Coordinator. All staff are ultimately responsible to the Executive Director.

QUALIFICATIONS

A High School diploma is required. Additional education in a related discipline is considered an asset. Candidates must also produce a clear criminal record and Adult and Child Abuse Registry check. Candidates must be physically fit to patrol on foot for 7 hours a day in all weather conditions and must be able to perform other physical duties as described. Candidates must be able to clearly write and communicate in English; additional languages are considered an asset. Valid First Aid/CPR training is preferred.

HOURS OF WORK / WAGES

Primarily between 9:00 am to 4:30 pm Monday to Friday, schedule may vary to meet operational needs. **Must be able to work days, evenings, and occasional weekends. 35 hours per week.** Wages are \$17.00 per hour with 4% vacation pay, paid sick time. Note: All positions are subject to available funding and funding criteria.

OTHER BENEFITS

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 submit your cover letter and resume to the West End BIZ **by e-mail** (dave@westendbiz.ca), **or in person 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. This posting will remain open until a suitable candidate is selected.