

## JOB DESCRIPTION

*Updated as of April 07, 2025*

### 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 and Norwood Grove 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 and Norwood Grove 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. A valid class 5 driver's license and can present a good drivers abstract. 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

**Must be able to evenings, work days and occasional special events. 21 Hours per week.** Monday to Friday day and evening shifts are between 9:00 am and 8:30 pm, special event shift times may vary. **Wages are \$17.00 per hour** with 4% vacation pay. No paid sick time is provided for this position. 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](mailto: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.