

SAFETY PATROL TEAM LEAD

Full Time (35 Hours per week)

JOB DESCRIPTION

Updated as of September 29, 2025

POSITION SUMMARY This position is responsible for working with the Safety Coordinator to assist in the delivery of patrol and ambassador services. This position is responsible for providing leadership and guidance to the patrol team while they are out in the neighborhood. 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. This position will help build relationships with members and communicate member needs through the appropriate channels at the BIZ. The Safety program also interacts directly with the Winnipeg Police Department and Fire/Paramedic Services. This position will liaise with emergency services when needed.

This position requires a significant amount of walking in the West End and other neighborhoods where BIZ patrol services are provided.

AREAS OF RESPONSIBILITY

- Assist Safety Coordinator in implementing team objectives
- Assist the Safety Coordinator in creating and following patrol routes and schedules
- Provide guidance to patrols and ambassadors
- 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.
- Ensure patrol and ambassador policies and procedures are followed
- Various shared office responsibilities.
- Perform other duties as assigned.

QUALIFICATIONS

- A High School diploma is required. Post-secondary education (completed or in progress) in a related discipline is an asset
- 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.
- 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.
- Competence in Microsoft Office and/or Google Workspace.
- 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.
- Must have a valid class 5 Manitoba driver's license

REPORTING This position reports to the Safety Coordinator. All positions ultimately report to the Executive Director.

HOURS OF WORK / SALARY 35 Hours per week. Salary \$37,000 to \$38,500 annually depending on experience. \$1750 RRSP contribution and benefit plan. Great work environment. Typical hours from early-October to April 30 are between 7:30 AM to 4:30 PM and hours from May 1 to early-October are between 7:30 AM to 8:30 PM. Hours may vary due to operational needs. 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 cover letter and resume to the West End BIZ by e-mail (joe@westendbiz.ca). Only those selected for interviews will be contacted.