



Job Advertisement

NEIGHBOURHOOD WATCH COORDINATOR

The Brampton Safe City Association requires a part-time Coordinator to manage our Neighbourhood Watch Program. This community-based program is aimed at reducing crime and supporting safe neighbourhoods in Brampton's residential community.

Qualifications: Excellent public speaking and written communications skills; effective presentation and facilitation skills; good rapport with people from diverse cultures; keen interest in safety issues. Position is for 20 hours/week on a flexible schedule (some evenings and weekends). One year contract, with potential for extension. Salary range \$18 - \$20/hr. Job description available on website at www.bramptonsafecity.ca. Please note: preference will be given to applicants who reside in the city of Brampton.

Please forward your resume no later than **4:00 pm, Wed., January 17, 2007** to:

The Brampton Safe City Association
150 Central Park Drive, Suite 019
Brampton, Ontario L6T 2T9

Telephone: (905) 793-5484
Fax: (905) 458-7402
E-mail: safecity@brampton.ca

We thank all who apply for this position but regret that only those selected for an interview will be contacted

JOB DESCRIPTION



Neighbourhood Watch Program Coordinator (20 Hours per week)

Under the direction of the Brampton Safe City Association Executive Director, the Neighbourhood Watch Coordinator shall perform the following functions:

1 Program Administration

Ensure the Neighbourhood Watch Program is run in an efficient and effective manner by providing office and operational support including:

- Responding in a timely manner to requests from the public about Neighbourhood Watch and community safety issues;
- Receiving, preparing and distributing information about the program and volunteer opportunities;
- Keeping accurate records about the program;
- Planning and organizing meetings for volunteers and interested citizens;
- Attending meetings of Committees and Associations as required; and
- Reporting to outside agencies (e.g. Brampton City Council) about the program.

2 Communications:

- Providing information and news to Neighbourhood Watch Members on a regular basis through web-based, telephone and printed communication materials;
- Promoting the program through the media and the public;
- Preparing and delivering presentations to interested citizens and organizations;
- Assisting with the Association's annual awards event;
- Acting as the program liaison with other groups and agencies;
- Attending community functions to promote the program;
- Organizing and implementing new NW areas and hosting meetings for existing programs; and
- Compiling and assembling program information kits.

3 Financial Administration

- Assisting in the preparation of an annual budget for Neighbourhood Watch
- Assisting with the Association's fundraising special events as required; and
- Preparing purchase orders, deposits and invoices.

4. Other

- Set personal goals and objectives annually, and review with Executive Director; and
- Must be prepared to work regularly scheduled afternoon/evening shifts and some Saturdays to provide optimum support to community volunteers

Skills required:

- Demonstrated skills in recruiting and managing volunteers from diverse cultural populations;
- Excellent written and oral communication skills;
- Good customer service skills; and
- Computer skills, including working in the Microsoft Windows environment, and the ability to learn how to use new programs.