



VACANCY

THE CORPORATION OF THE DISTRICT OF SAANICH Saanich Police Department

Posted: February 23, 2010
Closing Date: March 22, 2010

Competition Number: Casual/Seasonal

JOB TITLE

Crime Prevention Worker (3 positions, *subject to funding*)

DEPARTMENT: Saanich Police
DIVISION: Community Liaison

Wage: \$14.50 per hour

Under the supervision of the Coordinator of Volunteers, the Crime Prevention Worker (CPW) will assist the Saanich Police in the delivery of crime prevention programs and initiatives, and motivating community members to become involved. The CPW will be responsible for planning or assisting with the planning of relevant activities, programs and initiatives for a variety of crime prevention programs.

Duties and Responsibilities:

- Participate in crime prevention initiatives including: Block Watch, Senior & Public Awareness, Auto Crime, and Police School Liaison "Safety on Wheels" school programs, and other community policing programs.
- Provide support to volunteer Area Coordinators in the delivery and maintenance of the Block Watch program for their specific geographic area, including scheduling and coordinating Block Watch meetings and arranging for police presence, as required.
- Coordinate, plan and attend community events with the purpose of promoting crime prevention programs, particularly Block Watch. Main Events: SUNFEST and Saanich Police Crime Prevention event.
- Assist in day to day administrative duties including, producing documents and reports, and attending to telephone, email and counter enquiries.
- Assist with the Block Watch newsletter publication: research, lay-out, print and delivery.
- Be responsible for reporting to the supervisor on the progress and outcome of planned activities.
- Attend weekly briefing session.
- Perform other related duties as required.

Skills/Abilities/Qualities:

- A basic understanding and knowledge of community policing initiatives
- Good leadership and organizational skills
- Ability to work independently and as a team member
- Possess good interpersonal skills
- Demonstrate effective written and oral communication skills
- Ability to work with sensitive information and maintain confidentiality
- Ability to establish and maintain positive relationships with staff, volunteers and general public
- Flexibility to work outside a regular schedule, some evenings and weekends required
- Intermediate computer skills (Windows, Word, PowerPoint, Excel, email)

Requirements:

- Registered as full-time post secondary student for the Fall 2010/Winter 2011 sessions and returning to full-time post secondary education in the Fall 2011 semester
- A valid Class 5 BC driver's licence
- Ability to pass the required reliability security clearance

Applicants are responsible for providing all information regarding their qualifications and experience for this position. A resume attached to your application is recommended.

Applications for this competition will be accepted by the undersigned until **4:00 pm, March 22nd, 2010**. Applications may be submitted electronically or in person. **For an application form please go to <http://saanichpolice.ca/prevention/index.html>** While we thank all applicants for applying, only those to be interviewed will be contacted.

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