

## ABOUT US

Safe City Mississauga, a registered charitable organization, is guided by the vision of Mississauga being a crime free city to live, work and play and is mandated to provide programs, services and information that contribute to the prevention and reduction of crime and the promotion of community safety initiatives in the City of Mississauga.

### **Safe City Mississauga Youth Cabinet**

Established in 2018, the Safe City Mississauga Youth Cabinet (SCMYC) is the official youth contributing body, focusing on local crime prevention education, awareness and initiatives in Mississauga.

The SCMYC presents youth leaders in community safety, crime prevention education and emerging crime prevention trends. Together they promote participation in Safe City Mississauga's crime prevention services and initiatives *through* the youth lens and perspective.

SCMYC membership is open to youth between the ages of 18 and 24 who live, work, or learn in the City of Mississauga.

### **SCMYC Mission**

The SCMYC strives to build community champions and improve the quality of safe living for Mississauga's youth.

In fostering partnerships amongst various organizations and youth initiatives, the SCMYC is dedicated to providing young people with a forum in which they are able to access a safe, equitable, and youth-friendly Mississauga.

### **Requirements**

Must be 18-24 years of age living, working or attending high school/ post-secondary institution in City of Mississauga.

Police Background Check required.

In compliance with Ontario accessibility laws (Accessibility for Ontarians with Disability Act), each Safe City Mississauga volunteer is required to complete the AODA online training. A link to the training will be provided to successful candidates.

### **Terms**

- Must be able to attend a minimum of **two** \*Special Events per month to represent Safe City Mississauga. Please note that minimum requirement is dependant on event availability.
- Must be able to attend in-person 1.5 hour monthly meetings.
- Must be able to attend bi-weekly phone meetings with SCM staff or as needed in the month.
- Required minimum of 10 - 20 hours volunteer service a month.
- Duration of Volunteer Position is 1 year – April 2018- April 2019, \*Annual Youth Project (AYP) due at the end of the year in December.
- All cabinet positions report directly to the Youth Development Supervisor (South-East) and will work to ensure all practices of the Youth Cabinet are in compliance with Safe City Mississauga's vision, terms and policies.

### **Application Requirements**

- Submit Application on our website under Volunteer Opportunities (See Safe City Mississauga Youth Cabinet Application)
- Resume
- Cover Letter
- One Writing Piece/ Sample
- Two Non-Personal References

Qualified candidates are invited to submit their **resume, cover letter, one writing sample and references** by **April 25, 2018**.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

Safe City Mississauga is committed to equity and encourages applications from all qualified candidates.

### **Roles and Responsibilities**

The following are working roles within the cabinet that are leads in their designated areas.

Collectively and equally, the SCMYC is responsible for all initiatives and assets, while each Lead would provide direction on area of focus when consulting the group.

Accountability and direction is assumed by the Chair who reviews expectations with the Youth Development Supervisor South-East (YDS).

*All Cabinet members must meet the following requirements:*

- Presently enrolled in/ Completion of post-secondary education in a related field or the equivalent combination of education, training and experience. Study in field of criminology considered an asset.
- A practical understanding of the non-profit sector.
- Strong team player; experience working as part of a virtual team considered an asset.
- Ability to develop and maintain relationships with key stakeholders through effective communication and interpersonal skills.
- Highly motivated and self-starter.
- Strong problem-solving skills with the ability to exercise sound judgement.
- Enthusiasm to be part of a collaborative team.
- Demonstrated time management and organizational skills. Flexible and adaptable to changing priorities and ability to meet deadlines.
- Proficient in MS Office (Outlook/Word/Excel) and experience working with databases and social media
- Report directly to the SCM staff and be available for phone bi-weekly meetings or as needed
- Shall attend appropriate training/workshops for the SCMYC ie: Volunteer Orientation

**The SCMYC currently has the following Volunteer Positions available:**

#### **CHAIR**

- The Chair will serve as the leader of governance activity, overseeing all aspects of SCMYC direction and Annual Youth Project (AYP) and administration, ensuring that the SCMYC works as a cohesive team.
- Shall ensure and support the cabinet in establishing a cabinet leadership and in ensuring the success of the cabinet throughout in line with SCM vision/goals.
- Proven ability to take initiative and strong project management skills.
- Provide overall leadership to enhance the effectiveness of the SCMYC.
- Assist SCM staff in organization, scheduling and help lead monthly meetings to discuss important agenda items.
- Assist SCM Staff by setting agenda for monthly meetings and responsible for consistent follow up with team to ensure all cabinet members are staying on-task.
- Other duties as assigned.

#### **CAPSTONE PROJECT LEAD/ RESEARCH LEAD**

- Responsible for the planning and implementation of the Annual Youth Project (AYP), also known as Capstone Project.
- Communicate with SCM Ambassadors and cabinet members to implement the Capstone project.
- Shall provide research as requested for Safe City Mississauga Campaigns, Capstone Project and other research.
- Communicate and assist cabinet members with research as needed.
- Shall attend all SCMYC Meetings and maintain an archive that is easily accessible to all cabinet members on Google Drive of any and all research conducted for Safe City Mississauga.
- Other duties as assigned.

#### **COMMUNICATIONS/ SCM AMBASSADORS LEAD**

- Responsible for maintaining current Safe City Ambassadors.
- Reaching out to current Safe City Mississauga Ambassadors.
- Gathering volunteers for events as well as Campaigns such as: White Ribbon Campaign and Future Grad.
- Shall assist with promotion of the SCMYC across the community (i.e. presentations, special events).
- Coordinate logistics around SCM Ambassadors representing SCM at community events.
- Shall be responsible for the development and maintenance of flyers, brochures, and any other SCMYC outreach materials and will be submitted to the Youth Development Supervisor or Community Affairs Coordinator for approval. Proficiency in Piktochart, Adobe Illustrator, InDesign and Photoshop considered an asset.
- Shall attend all SCMYC Meetings and update the SCM Ambassadors database in writing on a monthly basis via Google Drive and email.

## **VOLUNTEER ENGAGEMENT/ OUTREACH LEAD**

- Responsible for outreach and recruitment of future Safe City Mississauga Ambassadors.
- Shall be responsible to assist YDS in the the creation and execution of the SCMYC's outreach strategy and ensure that any initiatives being led by the cabinet members and SCM Ambassadors are in accordance to the short-term and long-term goals outlined in the strategy.
- Shall promote the SCMYC across the Community (i.e. assist in maintaining connections with established partnerships in community, presentations, special events) and be aware of all relevant events taking place within the Community.
- Shall be responsible for searching for future outreach opportunities in the form of community events for Safe City Mississauga and SCMYC to attend.
- Shall attend all SCMYC Meetings and update the database in writing on a monthly basis via Google Drive and email.
- Develop and upkeep of a master contact list of all organizations, partners and services.

### **\*Special Events**

Cabinet members shall represent Safe City Mississauga through attending events such as Divisional Open House (Peel Regional Police), National Volunteer Week, Community Crime Prevention Awareness Day (September), The Bread and Honey Festival (June), Neighbours Night Out (June), Race Against Racism and Ward Events among many others.

### **\*Annual Youth Project (AYP)**

This project gives the SCMYC the opportunity to pitch a year-long capstone project that is passion-led and focused in local crime prevention topics.

This could be:

- Youth Report (Creative and/or Academic)
- A Fundraiser
- An Event, Conference break out/activity/booth