



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 6 months – February 2019- July 2019, *Annual Youth Project (AYP) due at the end of the term in July.
- 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

1. Submit Application on our website under Volunteer Opportunities (See Safe City Mississauga Youth Cabinet Application)
2. Submit the following to aspire@safecitymississauga.on.ca:
 - 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 **Friday, March 8, 2019**.

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.
- Ensure all deliverables are met, such as, project proposals, reports, tasks related to *organizational campaigns and any tasks assigned to cabinet members.
- 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.

Presently the SCMYC includes the following members: Research & Capstone Project Lead, Communications/ SCM Ambassadors Lead, Outreach & Volunteer Engagement Lead

***Annual Organizational Campaigns**

- **FutureGrad Campaign** - Campaign that encourages graduation by educating youth public on consequences of dropping out of school.
- **White Ribbon Campaign** - Largest campaign of men globally working to end violence against women.

***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