



JOB DESCRIPTION

POSITION TITLE: PROGRAM COORDINATOR, SCHOOL WATCH

STATUS: FULL-TIME (35 hours/week) – February 2024 to March 2025, with possible renewal to March 2026 (Grant Dependent)

SALARY: \$50,000 ANNUALLY, INCLUDING BENEFITS PACKAGE

REPORTS TO: YOUTH SERVICES MANAGER

ABOUT US

Safe City Mississauga, a registered charitable nonprofit organization, is guided by the vision of a **crime free city** in which to live, work and play and is mandated to provide services, programs 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 supports our employees with training and other opportunities or supports important to your personal development goals, your sense of purpose in giving back to the community or both!

Safe City Mississauga is located at **City Hall - 300 City Centre Drive**.

GENERAL DESCRIPTION

The information on this description indicates the general nature and level of work to be performed.

The Program Coordinator is a **full-time paid position for a term of fourteen (14) months, subject to renewal for an additional twelve (12) months to March 2026**. It is critical to the overall success of managing the School Watch Program. As a Program Coordinator, you will get the opportunity to contribute to the effective development, delivery and evaluation of crime prevention programs in the City of Mississauga including but not limited to: Community Crime Prevention, School Crime Prevention, After-School Crime Prevention, and Public Information & Education Relations. This level of position requires strong planning, organization, presentation and communication skills.

The successful candidate will report directly to the Youth Services Manager. The selected candidate will be subject to a three (3) month probationary period.

KEY REQUIREMENTS

<i>Qualifications</i>	
Education	<ul style="list-style-type: none">⊄ Bachelor's Degree in Communications, Social Work, Child and Youth Care, Education, Psychology, Sociology, Criminology, or other related field⊄ Or Advanced Diploma in Social Service Work, Community Justice Services, or other related field
Knowledge	<ul style="list-style-type: none">● Interest in community safety● A practical understanding of program coordination● A practical understanding of the non-profit sector
Work Experience	<ul style="list-style-type: none">⊄ Program delivery at a program assistant or coordinator level⊄ Youth work with high school-aged youth⊄ Teaching experience an asset⊄ Non-profit experience an asset
Other	<ul style="list-style-type: none">● Police Records Check (Vulnerable Sector Screening Level 3) required● Valid driver's license and access to reliable personal vehicle required (mileage compensation provided)● Flexibility to work evenings and weekends as needed● First Aid and CPR Training preferred● Accessibility training must be completed upon hire (no cost)
<i>Key Responsibilities</i>	

<p>Coordination and Planning</p>	<ul style="list-style-type: none"> • Coordinate the day-to-day operations of the School Watch program, such as, but not limited to: <ul style="list-style-type: none"> ○ Spreading awareness of the program ○ Liaising with educators and community organizations ○ Scheduling school and community sessions ○ Preparing lesson materials and program supplies ○ Delivering in-person and virtual sessions ○ Collecting client information and documenting sessions ○ Supporting registration for our online program resources ○ Maintaining accurate records related to program activities ○ Collecting feedback from program participants ○ Supporting the evaluation process ○ Planning and executing school and community clean-up initiatives ○ Liaising with external organizations to support program initiatives and events ○ Attending external events as an organization representative • Assist with maintenance and updates within the School Watch program, such as, but not limited to: <ul style="list-style-type: none"> ○ Revising program awareness materials ○ Updating lesson content or program materials ○ Updating program delivery processes or procedures ○ Identifying resources required to support program delivery • Assist with the development of any other new Safe City Mississauga initiatives as assigned by the Youth Services Manager. • Meet interesting people in city government, police and other programs stakeholders when contributing to strategies and campaigns designed to promote the organization's various activities, programs and services • Contribute to the strengths and opportunities for improvements, develop recommendations for continuous improvement • Prioritize tasks appropriately to ensure deliverables are on track and/or provide support and guidance • Attend organization meetings when required, such as, but not limited to staff meetings, Board Meetings, Annual General Meeting, and meetings with the Region of Peel or other stakeholders • Attend meetings as required and responds to requests for information in a timely manner • Perform all other reasonable tasks assigned by the Youth Services Manager or Executive Director
----------------------------------	--

Research and Development	<ul style="list-style-type: none"> ● Conduct comprehensive academic research on crime prevention and life skill topics relevant to the School Watch program and its clients. ● Extract key concepts and ideas from academic research materials. ● Provide recommendations on which relevant items to present to School Watch members in the form of online educational content. ● Assist in transforming the research into educational content in different forms of educational media (ex. development of presentation slides, script drafts, header/body text for infographics, etc).
Communications	<ul style="list-style-type: none"> ✎ Ability to express oneself and communicate with others verbally ✎ Ability to deliver presentations in a professional and engaging manner ✎ Ability to develop rapport and answer questions with youth in an age-appropriate and professional manner ✎ Ability to build relationships and partnerships through active listening ✎ Ability to research, write and edit reports, briefs, newsletters, publications, presentations, and press releases and publish web-based communications, including social media communications is an asset
Technical	<ul style="list-style-type: none"> ● Proficiency with Canva ● Proficiency with computers, projectors, remotes, HDMI cords and other equipment required for presentations ● Proficient in Microsoft (Word, PowerPoint, Excel, Outlook, Teams, Sharepoint, OneDrive) ● Proficient in Google Suite (Gmail, Docs, Sheets, Slides, Calendar, Meet) ● Video production and editing skills an asset
Fundraising and Event Support	<ul style="list-style-type: none"> ✎ Coordinate and support the delivery of SCM events such as the Justice Luncheon, Crime Prevention Conference, Operation Clean Sweep, Neighbour's Night Out ✎ Attend Rama Gaming House volunteer sessions as required
Organization and Time Management	<ul style="list-style-type: none"> ● Strong planning and time management skills sufficient to prioritize tasks ● Ability to maintain awareness of time while delivering sessions to stay on schedule and complete lessons within allotted timeframe
Problem Solving	<ul style="list-style-type: none"> ● Anticipates, identifies, and defines problems ● Develops and implements practical and timely solutions ● Troubleshoots and assists with on-site issues, such as technical challenges while delivering sessions
Accuracy and Attention to Detail	<ul style="list-style-type: none"> ● Ability to process information with high levels of accuracy

Interpersonal	<ul style="list-style-type: none"> • Demonstrates exceptional customer service skills e.g. assertiveness, listening, empathy, positive attitude • Personable • Displays flexibility and resiliency in a changing environment
---------------	---

On this date, I received a copy of my job description relating to my full-time, temporary position with Safe City Mississauga.

NAME: _____

SIGNATURE: _____

DATE: _____