



JOB DESCRIPTION

POSITION TITLE: MANAGER, NEIGHBOURHOOD WATCH

STATUS: Full Time/Benefits – 2-year contract - \$57,500 annually

REPORTS TO: Executive Director

ABOUT US

Safe City Mississauga, a registered charitable nonprofit organization, is guided by the vision of a **safe city for all**, 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.

GENERAL DESCRIPTION

The information in this description has been designed to indicate the general nature and level of work performed by an employee within the Manager classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

The Neighbourhood Watch Program Manager is accountable for the effective development, delivery, and evaluation of the Neighbourhood Watch Program. As a Neighbourhood Watch Program Manager, you will be responsible for overseeing the implementation, management, and coordination of a community-based crime prevention program aimed at enhancing the safety and security of a designated neighbourhood or community. You will work closely with residents, law enforcement agencies, local authorities, and community organizations to foster a sense of community, promote crime awareness, and facilitate collaborative efforts to deter criminal activities.

The Manager is accountable for the operational functions that will contribute to the achievement of the organization's mission and goals. Specific accountabilities may include analyzing and defining community needs, assisting in the development of new initiatives and overall strategy, participation in community advocacy and social action processes, project management, recruitment, leadership and performance appraisal of volunteers, placement students & staff, program priority setting, maintenance of appropriate reporting, development and management of the team's budget, preparation of submissions to funding or regulatory bodies.

This level of position requires strong management skills, budgeting and grant writing skills, coordination, problem solving and communication skills, and an understanding of the root causes and effects of crime as well as crime prevention methodologies and theories of change. The successful candidate will report directly to the Executive Director.

The successful candidate must demonstrate attitudes and approaches that allow them to work effectively in the cross-cultural neighbourhoods of Mississauga.

The successful candidate will report directly to the **Executive Director** and will need to successfully complete a three-month probationary period.

Key Responsibilities

<p>Management / Coordination</p>	<p>Human Resource Management:</p> <ul style="list-style-type: none"> • Manage the personnel administration of recruitment, records management, appraisals, investigation of complaints & resolutions and corrective actions using appropriate techniques for volunteers, placement students and staff. • Manages the development and execution of work plans and budgets. • Manages and prioritizes tasks appropriately for program/project volunteers, placement students and staff to meet service area work plan goals to ensure deliverables are on track and/or provide support and guidance. <p>Program Development and Implementation:</p> <ul style="list-style-type: none"> • Develop and implement strategic plans and initiatives for the Neighbourhood Watch program in alignment with community needs and objectives. • Design and establish program manuals, guidelines, and operating procedures for volunteers and stakeholders. • Organize and conduct training sessions, workshops, and outreach programs to educate residents on crime prevention strategies, safety measures, and community policing principles. • Oversee maintenance and approve updates to online assets (ex. Crime Prevention Management System client portal) • Manage and identify resources required to support service delivery <p>Community Engagement and Relationship Building:</p> <ul style="list-style-type: none"> • Cultivate strong relationships with residents, community leaders, law enforcement agencies, and local authorities to foster cooperation and support for the Neighbourhood Watch program. • Collaborate with community members to identify and address crime concerns, neighbourhood issues, and areas for improvement. • Organize regular meetings, events, and neighbourhood activities to promote community cohesion and engagement. <p>Volunteer Recruitment and Management:</p> <ul style="list-style-type: none"> • Recruit, train, and coordinate volunteers to participate in Neighbourhood Watch activities, reporting, and community events. • Provide ongoing support, guidance, and supervision to volunteers,
--------------------------------------	--

	<p>ensuring adherence to program guidelines and safety protocols.</p> <ul style="list-style-type: none"> • Recognize and appreciate volunteer contributions through incentives, rewards, and acknowledgments. <p>Communication and Outreach:</p> <ul style="list-style-type: none"> • Serve as a liaison between residents, law enforcement, by-law enforcement, and other stakeholders to facilitate information exchange and collaboration. • Develop and implement communication strategies to raise awareness about the Neighbourhood Watch program and its objectives. • Utilize various communication channels, including social media, newsletters, and community forums, to disseminate information, share updates, and solicit feedback. • Ability to manage event planning. <p>Data Analysis and Reporting:</p> <ul style="list-style-type: none"> • Collect, analyze, and evaluate data related to crime trends, incidents, and community feedback to assess program effectiveness and identify areas for improvement. • Prepare regular reports, presentations, and dashboards to communicate program outcomes, achievements, and challenges to stakeholders and decision-makers to ensure relevance & effectiveness as well as alignment with the organization mission, vision, and values. • Analyze program and partnership evaluation results, inquiry levels, and other factors to identify strengths and opportunities for improvements, develop recommendations for continuous improvement. <p>Other:</p> <ul style="list-style-type: none"> • Attends meetings as required and responds to requests for information in a timely manner. • Perform all other reasonable tasks assigned by the Executive Director
Requirements	<ul style="list-style-type: none"> • Bachelor's degree in criminology, sociology, public administration, or a related field (Master's degree preferred). • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), with advanced skills in Excel for data analysis and reporting. • Proficiency in data analysis, reporting, and evaluation techniques, with experience using relevant software tools. • Previous experience in community development, crime prevention, or law enforcement, with a strong understanding of neighbourhood dynamics and crime issues. • Excellent interpersonal, communication, and leadership skills, with the ability to engage and motivate diverse stakeholders. • Demonstrated project management abilities, including strategic planning, program development, and resource allocation. • Knowledge of local laws, regulations, and community resources related to crime prevention and community policing.

	<ul style="list-style-type: none"> • Ability to work flexible hours, including evenings and weekends, to accommodate community events and meetings. • Valid driver's license and access to reliable transportation.
Fundraising and Event Support	<ul style="list-style-type: none"> • Successfully completing shifts at Rama Gaming House is mandatory. • Support SCM team in delivery of events such as Neighbours Night Out, Justice Luncheon, Crime Prevention Conference (i.e. volunteer coordination, venue liaison, IT, etc.)
Working Conditions	<ul style="list-style-type: none"> • This role primarily operates in a community-based setting, involving frequent interaction with residents, volunteers, and stakeholders within designated neighbourhoods or communities. • The position will require occasional travel, participation in outdoor activities, and attendance at evening or weekend events.

To apply for this position, please email a resume and cover letter to Teresa Burgess-Ogilvie, Executive Director at executivedirector@safecitymississauga.on.ca by March 29th, 2024.