



JOB DESCRIPTION

POSITION TITLE: NEIGHBOURHOOD WATCH ACTIVITY COORDINATOR

STATUS: 35 hours a week - \$28/hour (not eligible for benefits)

REPORTS TO: MANAGER, NEIGHBOURHOOD WATCH

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

As the Neighbourhood Watch Activity Coordinator, you will play a pivotal role in organizing, coordinating, and facilitating various activities and initiatives within the Neighbourhood Watch program. Working closely with community members, municipal leaders, law enforcement agencies, and other stakeholders, you will contribute to enhancing the safety and security of the neighborhood by fostering community engagement and promoting proactive crime prevention efforts.

You also get the opportunity to support Safe City Mississauga events such as the Justice Luncheon, Crime Prevention Conference and Neighbours Night Out. You will have the amazing opportunity to meet interesting people in all levels of government, police and other programs stakeholders when contributing to strategies and campaigns designed to promote the organization's various activities, programs and services.

This position is funded through charitable gaming, therefore successfully completing monthly shifts at Rama Gaming House is **mandatory**.

The successful candidate must also 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 **Manager, Neighbourhood Watch** and has a three-month probationary period.

KEY REQUIREMENTS

| <i>Key Responsibilities</i> | |
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| Activity Planning and Coordination | <ul style="list-style-type: none"> • Develop and implement a calendar of events, activities, and initiatives aimed at promoting community involvement and crime prevention awareness within the neighborhood. • Coordinate with volunteers, community leaders, and local organizations to plan and execute neighborhood patrols, safety workshops, community clean-up events, and other relevant activities. • Ensure that all activities align with the goals and objectives of the Neighbourhood Watch program and contribute to building a safer and more cohesive community. |
| Community Engagement and Outreach | <ul style="list-style-type: none"> • Engage with residents to identify their needs, concerns, and priorities related to safety and security within the neighborhood. • Promote active participation and volunteerism among community members by organizing outreach efforts, recruitment drives, and information sessions about the Neighbourhood Watch program. • Foster positive relationships with residents, local businesses, schools, and community organizations to strengthen community bonds and encourage collaborative crime prevention efforts. |
| Volunteer Management and Support | <ul style="list-style-type: none"> • Recruit, train, and support volunteers interested in participating in Neighbourhood Watch activities and initiatives. • Provide guidance, resources, and ongoing communication to volunteers to ensure their involvement is effective and meaningful. • Recognize and acknowledge the contributions of volunteers through appreciation events, awards, and other forms of recognition. |
| Communication and Reporting | <ul style="list-style-type: none"> • Maintain regular communication channels with volunteers, stakeholders, and community members to provide updates, share information, and solicit feedback. • Prepare reports, newsletters, and other communication materials to document the progress, achievements, and challenges of the Neighbourhood Watch activities. • Collaborate with program managers and other stakeholders to evaluate the impact of activities and identify areas for improvement or expansion. |
| Organizational/ Time Management | <ul style="list-style-type: none"> • Strong planning and time management skills sufficient to prioritize • Maintain accurate records related to program delivery, activities and clients |

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| <p>Problem Solving</p> | <ul style="list-style-type: none"> ● Anticipates, identifies, and defines problems ● Develops and implements practical and timely solutions ● Assists site level volunteers with issues |
| <p>Interpersonal</p> | <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 ● Cultural knowledge, awareness, and competency are all considered valuable assets |
| <p>Qualifications</p> | <ul style="list-style-type: none"> ● High school diploma or equivalent. Prefer additional post secondary. ● Previous experience in community organizing, event planning, or volunteer coordination. ● Strong interpersonal skills and ability to effectively communicate with diverse groups of people. ● Demonstrated organizational skills with the ability to manage multiple tasks and priorities. ● Knowledge of community safety issues, crime prevention strategies, and neighborhood dynamics. ● Cultural knowledge, awareness, and competency all valuable assets ● Proficiency in Microsoft Office Suite and other relevant software applications. Proficient in Google Suite (Gmail, Docs, Sheets, Slides, Calendar, Meet). Proficiency in Canva is an asset ● Must have access to a reliable vehicle to travel across Mississauga as per the needs of the position. ● Ability to work flexible hours, including evenings and weekends, as needed. |
| <p>Working Conditions</p> | <p>This role primarily operates within the community, involving frequent interaction with residents, volunteers, and stakeholders. The position requires travel within the city to attend meetings and events. Flexibility in working hours is necessary to accommodate community activities and events.</p> |

On this date, I received a copy of the job description associated with an employment opportunity at Safe City Mississauga, outlining the responsibilities, qualifications, and expectations for the role.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____