



South Cowichan Community Policing Advisory Society (SCCPAS)

#120-2720 Mill Bay Road, Mill Bay BC, V0R 2P1

(Mill Bay Shopping Centre)

250-929-7222

sccp@shaw.ca

www.southcowichancommunitypolicing.ca

Job Description – Assistant Program Coordinator

Job Title:	Assistant Program Coordinator	Position Type:	Part-Time Permanent
Location:	Community Policing Office (CPO) #120 - 2720 Mill Bay Road, Mill Bay, BC V0R 2P1	Reports to:	Program Coordinator Sarah Davidge
Security Clearance Requirements:	Required to submit to the Shawnigan Lake RCMP detachment the form "Vulnerable Sector Police Information Check" every 5 years.		
Time Commitment:	8-10 Hours per week (March 2017) to include relief work for the Coordinator, Vacation & Sick Days	Salary:	
Purpose of Assistant Program Coordinator Position:			
Assist the Program Coordinator with coordinating activities, programs and volunteer resources for the Community Policing Office (CPO) to ensure that goals and objectives are accomplished and to provide relief for the Program Coordinator throughout the year.			
Assistant Program Coordinator Role and Responsibilities			
<p>Role and Responsibilities</p> <ul style="list-style-type: none"> • Liaise with community groups, businesses, public and local RCMP to identify, develop, coordinate and work with the Program Coordinator to maintain policing and crime prevention and safety awareness programs in the community. • Schedule and manage volunteers for the CPO, SCCPAS programs and initiatives. • Develop, compile and write communications and promotional literature for distributions such as articles in local publications, brochures or flyers, etc. coordinating the process from development through printing and distribution. • Prepare and make presentations to various community groups on crime prevention and community policing related matters. • Update, maintain and communicate through the Community Policing website, Facebook, Twitter and other Social Media channels. • Provide day-to-day staffing of the CPO by being present when scheduled, prepared to respond to community members and to public inquiries appropriately. • Perform any other tasks or functions that may be deemed necessary to the daily operations of the CPO. 			
Assistant Program Coordinator Requirements			
<p>Requirements</p> <ul style="list-style-type: none"> • Resident in the area served by the CPO is preferred (i.e. South Cowichan) • Ability to develop and maintain effective and collaborative relationships with individuals and organizations at various levels within the community. 			

- Supervisory skills to prepare, and motivate office and program volunteers.
- Superior verbal/written skills, communication, problem solving and interpersonal skills.
- Skilled at prioritizing and organizing work of self and others.
- Knowledge of issues pertaining to the local community on crime prevention and safety awareness.
- Self-motivated, ability to work unsupervised.
- Intermediate to advanced computer and software skills (website, word processing and spreadsheet programs, social media).
- Professional and responsible with sensitive and confidential issues.

Support Provided / Available for the Assistant Program Coordinator

Support Provided

- Professional office environment with necessary equipment and material.
- Orientation, initial and ongoing training as appropriate.
- Supervision, progress and performance feedback provided regularly.

SCCPAS Mission and Vision

Mission: To build and strengthen bonds in the South Cowichan area by encouraging representation, input and feedback from RCMP, local businesses and residents. Our community policing programs will provide citizens the opportunity to obtain the latest information on safety and crime prevention.

Vision: To provide prompt, effective and consistent communication with all members of the community resulting in increased awareness and an empowerment towards the reduction of crime.

Last Updated By:	Sarah	Date:	March 2017
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