



**South Cowichan
COMMUNITY POLICING
Advisory Society**

**South Cowichan Community Policing
Advisory Society (SCCPAS)**

845 2B Deloume Road, Mill Bay BC, V0R 2P2

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<https://southcowichancommunitypolicing.ca>

Job Description – Office Coordinator

Job Title:	Office Coordinator	Position Type:	Part-Time Permanent
Location:	Community Policing Office (CPO) 845 2B Deloume Road Mill Bay, BC V0R 2P2	Reports to:	Manager Programs & Volunteers
Security Clearance Requirements:	Required to submit to the Shawnigan Lake RCMP detachment the form “Vulnerable Sector Police Information Check” every 5 years.		
Time Commitment:	15 Hours per week to include relief work for the Manager Programs & Volunteers	Starting Salary Range:	\$18.00 per hour
Purpose of Office Coordinator Position:			
<p>An Office Coordinator will offer operational and clerical support to the Manager Programs & Volunteers. The duties and responsibilities of Office Coordinator include communication with the public or clients, an overseeing of tasks and working with all programs in an administrative function. Working alongside the Director/Treasurer for all financials.</p> <p>Work with the Manager Programs & Volunteers in updating all documents, procedures and activities within the scope of current programs and volunteer resources for the Community Policing Office (CPO).</p> <p>Ensure that goals and objectives are accomplished and to provide relief for the Manager Programs & Volunteers throughout the year.</p>			
Office Coordinator Role and Responsibilities			
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Organizing.			
<ul style="list-style-type: none"> • Tracking paperwork • Designs, creates, publishes and maintains a supply of pamphlets on current programs and ensures that pertinent information is available on all programs. Updates all pamphlets and documents to ensure latest issues in stock. • Liaise with community groups, businesses, public and local RCMP to identify, develop, coordinate and maintain policing and crime prevention and safety awareness programs in the community. • Update all documents, procedures and activities within the scope of current programs and projected programs. • Develop, compile and write communications and promotional literature for distributions, 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.

Office Coordinator Requirements

Requirements

- 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.
- Strong supervisory skills to select, 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 Office 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:

Date:

May 17th, 2022