



## **JOB DESCRIPTION**

**TITLE:** COMMUNITY POLICING COORDINATOR

**DEPARTMENT:** Police Services

**LEVEL:** 10

**Position Last Evaluated: Dec 2014**

**Job Desc. Last Updated: Jun 2017**

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### **JOB SUMMARY**

Reporting to the Manager, Police Support Services, and under the direction of the NCO in charge of Community Policing, the Community Policing Coordinator is responsible for marketing, coordinating, and administering a broad range of community-based crime prevention programs and community policing initiatives within the City of Nanaimo. The incumbent promotes and maintains community awareness of the programs, prepares and delivers presentations to community groups and other interested parties, liaises with RCMP members to initiate and maintain the programs, recruits, selects, trains, and supervises volunteers engaged in program activities, and participates in various committees to ensure the success of the programs.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Liaises with RCMP members and the community to coordinate a variety of community policing and crime prevention programs. Researches and evaluates programs. Coordinates the participation of volunteers, auxiliary constables, and reserve constables in program activities. Designs, creates, publishes, and maintains a supply of pamphlets on current programs and ensures that pertinent information is available on all programs. Interprets and explains programs, regulations, policies, and procedures. Ensures that crime prevention programs are harmonized with other community services.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

2. Creates and coordinates marketing strategies and public relations campaigns related to RCMP community policing programs. Maintains a high level of communication with all segments of the community as they relate to restorative justice, crime prevention, and community safety. Ensures community awareness of programs by attending a variety of community meetings and functions to communicate and promote services. Prepares and delivers presentations to community groups, law enforcement agencies, and other interested parties. Coordinates and manages program fundraising efforts and funds. Solicits and develops alternative funding options.
3. Recruits, interviews, and selects volunteers involved in Community Policing. Plans, schedules, assigns, and monitors work of volunteers. Provides performance feedback, recommends training, and deals with performance issues. Ensures enhanced reliability checks for volunteers are processed and appropriate clearances are secured. Creates and maintains up to date volunteer personnel files ensuring records follow RCMP policy. Orients, trains, coaches, and motivates volunteers. Prepares training documents and orientation handouts, and coordinates and leads meetings.
4. Provides information and assistance related to community policing to a variety of internal and external customers. Composes and types correspondence and reports. Coordinates the use of equipment such as Safety Bear, speed boards, and radios. Receives and processes general front counter complaints.
5. Develops recommendations for improved customer service, volunteer training, and workplace practices. Develops and modifies programs and procedures to ensure volunteer safety.
6. Develops and monitors appropriate budgets and prepares a variety of budget-related reports. Collects, collates, and analyses statistics and prepares related reports. Writes grant proposals for equipment or training as required.
7. Coordinates the maintenance and repair of community policing equipment used in program delivery.
8. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of community policing community-based crime prevention programs, and volunteer management principles and best practices.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Considerable knowledge of current marketing and communication principles and practices, with ability to strategize, plan, develop, and implement marketing and communication initiatives utilizing social media

Proficient computer skills in word processing programs (such as Word), in spreadsheet programs (such as Excel), in desktop publishing programs (such as Publisher), presentation software (such as PowerPoint) and in RCMP computerized databases (such as PRIME BC, CPIC, PIRS).

Minimum typing speed of 50 wpm.

Ability to market programs and seek alternate funding sources.

Ability to research and evaluate programs.

Ability to recruit, train, supervise, evaluate, and lead volunteers.

Ability to self-motivate and to function with a minimum of supervision and direction.

Ability to communicate with courtesy, tact, and diplomacy to handle communications and contacts of a difficult or specialized nature.

Ability to establish priorities, plan projects and schedule resources and work assignments.

Ability to communicate effectively both verbally and in writing.

Ability to build and maintain cooperative working relationships with client groups and coworkers.

Ability to prepare and deliver presentations to community groups.

Ability to work a variety of shifts, including days, evenings, and weekends.

Strong organizational and time management skills.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Completion of Grade 12 and a Diploma in Criminology.

A minimum of 2 years' volunteer programming and supervisory experience in a police environment.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.**

Or an equivalent combination of education and experience.

Valid Class 5 BC Driver's Licence.

Attainment and maintenance of RCMP Reliability/Security Clearance is mandatory.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.