



CASUAL OPPORTUNITIES - POLICE SERVICES

The City of Nanaimo is accepting applications for a variety of casual positions within Police Services. These positions support the Nanaimo RCMP detachment and require RCMP Security Clearance. The successful candidate must be able to obtain and maintain Enhanced Reliability Status as a condition of employment, in accordance with the Government of Canada's Directive on Security Screening. Applicants must provide a complete and verifiable five (5) year history, including residences, employment, education, and other activities, with no unexplained gaps. Periods of six (6) consecutive months or more spent outside Canada must be disclosed and may require additional verification. Screening may include identity verification, criminal record checks, reference checks, credit check, and other background inquiries relevant to the position. As staffing needs arise in the department, the casual applications received will be reviewed and shortlisted candidates will be contacted at that time. Positions that are commonly recruited for are listed below, along with the applicable minimum qualifications.

Qualifications

Applicants must have successfully completed Grade 12 and hold the required qualifications for the position. An equivalent combination of education and experience may be considered.

Switchboard Operator, Watch Clerk & Police Records Clerk – minimum of one year related experience, including experience with switchboard or data entry, and a typing speed of 50 wpm and data entry speed of 100 strokes per minute.

Victim Services Worker – minimum of 2 years' victim services experience in policing, social services, or related agencies and a certificate in social services or related discipline from a recognized educational institution.

Court Liaison Clerk – valid Class 5 BC Driver's Licence and a minimum of 4 years' experience within a criminal legal system, court or police environment, or operational policing experience.

Prisoner Guard - minimum of 3 months' related experience, and WorkSafe BC Basic First Aid certification.

Custodian – minimum of 3 months' related experience, Building Service Worker Course – Level 1, and WorkSafe BC Basic First Aid certification.

Additional Information

These are unionized positions, starting at \$34.35 per hour, supporting a 24/7 operation and may involve shift work, including evenings and weekends. There are no guaranteed hours associated with these positions. Shortlisted applicants may also be required to undergo a verification of their education credentials. To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing Casual Opportunities – Police Services and outline how you meet the minimum qualifications. For detailed information on these positions and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is a growing, livable urban centre that still maintains its historic charm. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Metro Vancouver, and a 90 minute drive from Victoria. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date

Friday, June 5, 2026

Contact Information

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