



# Student Association of George Brown College

<b>Job Title:</b>	Safe Walk Captain	<b>Job Category:</b>	Support Staff
<b>Department/Group:</b>	Collaborative Programs	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Casa Loma, St. James (include Satellite locations) , and Waterfront Campus	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$14.25/hr (10-20 hrs per week)	<b>Position Type:</b>	Temporary-Part-Time
<b>HR Contact:</b>	<a href="mailto:humanresources@sagbc.ca">humanresources@sagbc.ca</a>	<b>Start-End Date:</b>	Aug. 2016 – Apr. 2018
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	June 24, 2017 11:59PM

**E-mail:**[humanresources@sagbc.ca](mailto:humanresources@sagbc.ca)

Attention: HR Department

Subject Line: <your name>: Safe Walk Captain Application

Instructions: Please include cover letter and résumé

**Job Description:**

SafeWalk Captains will lead a team of two SafeWalkers and be nightly welcome ambassadors. Captains will conduct reports and file information pertinent to the operation of the program. Captains will meet students, visitors, and staff at campus building entrances/exits to arrange walks to local destinations. Leadership, professionalism, and past SafeWalk experience are key assets for Captains.

**\*\*This position is open to full-time George Brown College students who are currently enrolled.**

**General Responsibilities:**

- Captains will follow the policies and procedures to the letter as instructed by the Collaborative Programs Coordinator.
- Lead a team of two walkers by providing guidance and leadership, whilst demonstrating high levels of professionalism.
- Responsible for maintaining security and cleanliness of stationed desks.
- Be involved in the promotion of the program by helping to educate the student body about the program, its goals and benefits.
- Respond to questions and provide excellent customer service to students, staff, and visitors.
- Prepare and submit nightly reports, audits, walk data and staffing hours.
- Maintain a daily memobook recording all duties throughout a shift.
- Participate and/or manage an assigned sub-committee focusing on social media, marketing and/or audit practices with working hours to be completed outside of normal working hours.

**Requirements:**

- Previous leadership experience working in a diverse environment.
- Previous experience as a SafeWalker is an asset.
- Availability to work rotational shifts - 3 nights on, 2 nights off; 2 nights on, 3 nights off.
- Excellent written and oral communication skills.
- Excellent interpersonal and professional skills.
- Physically fit.
- High degree of common sense and situation awareness.
- Ability to cope with stress when under pressure.
- Previous experience with Google forms and Excel is an asset.
- Ability to work at all of George Brown’s campuses.



# Student Association of George Brown College

*Mission Statement:*

*We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

*Commitment to Equity:*

*The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.*