



Student Association of George Brown College

Job Title:	Safe Walk Captain	Job Category:	Support Staff
Department/Group:	Collaborative Programs	Job Code/ Req#:	
Location:	Casa Loma, St. James (include Satellite locations) , and Waterfront Campus	Travel Required:	Yes
Level/Salary Range:	\$15/hr (15-20 hrs per week)	Position Type:	Temporary-Part-Time
HR Contact:	humanresources@sagbc.ca	Start-End Date:	Aug. 2018 – Apr. 2019
Will Train Applicant(s):	Yes	Posting Expires:	June 25, 2018 12pm noon

E-mail: humanresources@sagbc.ca

Attention: HR Department

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

Instructions: Must send in cover letter and résumé for consideration. In your cover letter, identify a sub-committee you would like to join, and what experience you will bring to that team.

Job Description:

SafeWalk Captains will lead teams of Walkers and be nightly welcome ambassadors at the Welcome Desks, while also completing sub-committee work outside of regular operating hours. 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 teams of walkers by providing guidance and leadership, whilst demonstrating high levels of professionalism.
- Responsible for maintaining safety 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 in an assigned sub-committee focusing on social media/marketing, audit patrol reporting and scheduling, or maintenance (ensuring supplies and equipment are up to date).

Requirements:

- Previous leadership experience working in a diverse environment.
- Previous experience in SafeWalk is an asset.
- Availability to work rotational shifts – minimum three nights of availability per week.
- Excellent written and oral communication, 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.