



Student Association of George Brown College

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| Job Title: | SafeWalk Captain | Job Category: | Support Staff |
| Locations: | Casa Loma, St. James, Waterfront Campus, and satellite locations | Travel Required: | Yes |
| Level/Salary Range: | \$15/hr (15-20 hrs per week) | Position Type: | Temporary-Part-Time |
| Reports to: | Safe Walk Coordinator | Start-End Date: | August 2019 – April 30, 2020 |
| Will Train Applicant(s): | Yes | Posting Expires: | June 13, 2019 at 11:59 PM |

How to Apply:

E-mail: humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: SafeWalk Captain Application

Instructions: ** Please attach your Cover Letter and Resume in a PDF version. In your cover letter, identify a sub-committee you would like to join (see General Responsibilities below), and what experience you will bring to that team.

Job Overview:

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 prepare reports and file information pertinent to the operation of the program. Captains will meet students, staff, faculty, and visitors at campus building entrances/exits to arrange walks to local destinations. Leadership, professionalism, and past SafeWalk experience are key assets for Captains.

GENERAL RESPONSIBILITIES:

- Captains will follow the policies and procedures to the letter as instructed by the SafeWalk Coordinator.
- Lead teams of walkers by providing guidance and leadership, while demonstrating high levels of professionalism.
- Responsible for maintaining safety and cleanliness of stationed desks.
- Be involved in the promotion of the program (and relevant health and well-being issues), and help educate the George Brown community about the program, its goals, and benefits.
- Respond to questions and provide excellent customer service to students, staff, faculty, and visitors.
- Prepare and submit nightly reports, audits, walk data and staffing hours.
- Maintain a daily memo book 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.



REQUIREMENTS (continued):

- 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 and satellite locations.
- Ability to speak more than one language is an asset, but not required.
- Sign language proficiency is an asset, but not required.
- Open to all qualified applicants. Current full-time George Brown College student, enrolled in the 2019-2020 Academic year, and or recent Graduate/ Alumni of George Brown College (no more than 1 year) an asset.

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.