



**OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA**

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**YOUTH IN POLICING INITIATIVE
STUDENT EMPLOYMENT PROGRAM
Job Description**

POSITION TITLE: 2012 Youth In Policing Initiative Student Coordinator
HOURS OF WORK: Monday to Friday: 35 hours per week, days or afternoon shifts (unless otherwise specified)
SECTION AND LOCATION OF WORK: Youth Section with location of work to be determined
STANDARD LENGTH OF PLACEMENT: July and August for eight (8) weeks Note: The Coordinator may be required to work intermittently from February to June <u>and/or</u> full time one to two weeks before the start of the program to assist with administrative duties and planning related to the program. Program schedule and hours/week to be determined.
Rate of Pay: \$14.00/hour

Program Objective: The Youth in Policing Initiative is a Provincially funded program for youth 14-17 attending a secondary school program. Participants will be provided with an opportunity to learn about the Ottawa Police Service, our community, and to develop new skills to increase their future employability. The program will allow students to consider policing as a viable career in the future.
Duties: Under the direction and supervision of the Youth Section police coordinator(s): <ul style="list-style-type: none"> • Assist with the hiring process of the YIPI students • Assist with the planning and scheduling of all activities in advance of the program • Supervise students to ensure tasks assigned are being completed • Supervise and oversee all activities throughout the duration of the program • Provided YIPI students advice, guidance and assistance • Monitor and Address YIPI student performance issues and advise police program coordinator of performance issues when appropriate • Supervise and support Crime Prevention initiatives as assigned to YIPI students • Liaise with Ottawa Police Service section supervisors and community agency contacts where YIPI students are assigned to ensure tasks are being completed and any issues addressed
Special Equipment/Computer Programs Utilized: <ul style="list-style-type: none"> • Microsoft Office (Word and Excel)
Qualifications Required Certification or licenses: Non required Education: At minimum, must have completed successfully one year of a post-secondary education program and be returning to a post-secondary education program full-time in 2012/2013



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Experience:

- Previous office experience is considered an asset
- Previous experience supervising an asset
- Previous experience working with youth an asset

Computer Knowledge Required:

- Microsoft Office (especially Word and Excel)
- Internet search engines, an asset

Personal Suitability:

- Demonstrated ability to effectively supervise persons
- Demonstrated leadership skills
- Demonstrated coordination and facilitation skills
- Demonstrated ability to communicate effectively (verbal and written) with all levels of the organization and with members of the public
- Demonstrated ability to perform repetitive tasks
- Demonstrated ability to identify issues and take the initiative to resolve them
- Demonstrated ability to work both individually and in a team environment and share information.
- Demonstrated willingness to learn.
- Demonstrated organizational skills
- Demonstrated ability to pay close attention to detail and produce error-free work
- Demonstrated ability to work with internal and external clients in a busy and strenuous environment
- Demonstrated ability to act responsibly
- Demonstrated ability to work with minimal direction and take initiative
- Demonstrated ability to exercise good judgment
- Demonstrated ability to use tact and discretion and ensure the confidentiality of information is maintained
- Demonstrated ability to conduct oneself in a professional manner
- Demonstrated ability to manage multiple priorities in a timely and effective manner.
- French, is an asset, but not required
- Knowledge of other language(s), an asset

Eligibility Requirements:

- Eligible to work in Canada
- At minimum, must have completed successfully one year of a post-secondary education program and be returning to a post-secondary education program full-time in 2012/2013
- Successfully complete the recruitment/background check process.

Note:

To apply for a position, please forward a letter of interest and resume
Prior to Friday February 17th, 2012 at 4:00 p.m.



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1. E-mail letter of interest & resume to yipi@ottawapolice.ca
2. Mail letter of interest & resume to:

Ottawa Police Service
Human Resources
c/o Youth in Policing Initiative Program/Sgt. Mark Houldsworth
P.O. Box 9634, Station T
Ottawa, ON
K1G 6H5

3. Deliver by hand letter of interest & resume to:

Ottawa Police Service
Human Resources
c/o Youth in Policing Initiative Program/Sgt. Mark Houldsworth
19 Fairmont Avenue, Ottawa, ON

Applicants may be short listed based on their letter of interest and resume. We thank all candidates for their interest. Only those selected for an interview will be contacted. The successful candidate will be required to pass the OPS criminal record and background check.

For further information please contact:

Youth Section at (613) 236-1222 ext. 5355/ e-mail: yipi@ottawapolice.ca

We encourage applications from aboriginal peoples, racial minorities, women and people with disabilities.

v. mh725 February 6th, 2012