



OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA

Working together for a safer community
La sécurité de notre communauté, un travail d'équipe

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YOUTH IN POLICING INITIATIVE STUDENT EMPLOYMENT PROGRAM
JOB DESCRIPTION

POSITION TITLE: 2012 Youth In Policing Initiative (YIPI) Youth Placement
HOURS OF WORK: Monday to Friday: 35 hours per week, days or afternoon shifts (unless otherwise specified)
SECTION AND LOCATION OF WORK: Consideration will be given for job preference but placement will be dependent on availability. Location of work varies by Section.
STANDARD LENGTH OF PLACEMENT: July and August for eight (8) weeks,
Rate of Pay: \$10.70 per hour for 2011. Rate for 2012 to be determined.

<p>Program Objective:</p> <p>The Youth in Policing Initiative is a Provincially funded program for youth 14-17 years old 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.</p>
<p>Duties:</p> <p>Under the direction and supervision of Section Managers (or designate), the participant will:</p> <ul style="list-style-type: none"> • Provide assistance in the preparation of reports and manuals. • Compile, insert, retrieve, and reorganize information on various databases and spreadsheets. • Perform clerical/administrative duties associated with record operations such as filing and data entry, which includes the purging of old or duplicate files. • Answer general inquiries by phone. • Photocopy and fax information. • Sort and distribute incoming mail. • Provide assistance with special projects as assigned. • Provide support to other sections as required. • Promote and support Crime Prevention initiatives. • Assist various external agencies with their initiatives.
<p>Special Equipment/Computer Programs Utilized:</p> <ul style="list-style-type: none"> • Microsoft Office (especially Word and Excel in some placements)
<p>Qualifications Required</p> <p>Certification or licenses: None required.</p> <p>Education: Must be a registered full-time student (in a secondary educational program) during the 2011/2012 academic year and enrolled to return to school on a full-time basis (in a secondary educational program) during the 2012/2013 academic year.</p> <p>Experience: Previous office experience is considered an asset.</p> <p>Computer Knowledge Required: Microsoft Office (Word and Excel) Internet search engines, an asset</p>

Personal Suitability:

Experience using general office equipment (phone, fax, photocopier, printer, etc).
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.
Good organizational skills.
Ability to pay close attention to detail and produce error-free work.
Ability to work with internal and external clients in a busy and strenuous environment.
Ability to act responsibly.
Ability to work with minimal direction and take initiative.
Ability to exercise good judgment.
Ability to use tact and discretion and ensure the confidentiality of information is maintained.
Ability to conduct oneself in a professional manner.
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.
- Between 14 and 17 years of age for the duration of the program.
- Must be a registered full-time student (in a secondary educational program) during the 2011/2012 academic year and enrolled to return to school on a full-time basis (in a secondary educational program) during the 2012/2013 academic year.
- Resident of Ottawa.
- Successfully complete the recruitment/background check process.

Note:

To apply for a position, please forward a letter of interest and resume

From Monday January 2nd, 2011 to Friday February 17th, 2012 at 4 p.m.:

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/Sgt. Mark Houldsworth
P.O. Box 9634, Station T
Ottawa, ON
K1G 6H5



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

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

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