

# Antigonish Town and County Crime Prevention Summer Student

Posted on May 22, 2018

Closing Date June 1, 2018

The Antigonish Town & County Crime Prevention Association is seeking applications for a Summer Student who will assist with various community projects as well as provide safety and crime prevention information to residents of Antigonish.

## **The Summer Student will:**

- Develop and distribute educational materials to promote the activities of Antigonish Town and County Crime Prevention Association
- Attend summer festivals events to promote and present information on Crime Prevention activities
- Promote and work on related projects with Crime Prevention partners including MADD and Crime Stoppers
- Document and report on progress of work as appropriate
- Maintain a clean, neat, and professional appearance while performing work related duties
- Be familiar with all employer and work site policies, including the Antigonish Town and County Policy Manual and Health and Safety Policies within the RCMP
- The Summer Student will be expected to work 30 hours/week for an eight week contract

## **Qualifications**

The Summer Student will have the following qualifications or equivalent work experience in the policing field:

- Must be pursuing post secondary education at university or community college with a field of study in social sciences, human services, journalism, creative writing, or police or corrections training, this also includes high school graduates pursuing post secondary in the upcoming academic year.
- Ability to attain and retain a Criminal Record Check
- Demonstrated team building skills
- Demonstrated decision-making skills
- Demonstrated writing skills
- Experience/skills in Word Perfect, Microsoft Power Point, Microsoft Excel

- Experience working in a policing environment or a field of study relevant to a policing environment may be given preference.

## **Responsibilities**

The Summer Student will have the following responsibilities, with the caveat that other new duties may be established to achieve success within the Crime Prevention program:

- Keep a database of, along with statistics of, and where relevant, documents of materials developed and to whom they were distributed and/or presented; events and meetings attended and the work performed; and progress reports completed
- The development, preparation and presentation of educational materials for the promotion of activities of Crime Prevention.
- Attendance at summer festivals and other events to promote and present information on Crime Prevention activities
- Preparation of documentation in the form of progress reports and completed activities reports
- Attend Antigonish Town and County Crime Prevention Association meetings when requested by the Association's chairperson or your immediate supervisor
- Other duties as required

## **Purpose**

To provide assistance to the Community Policing Officer/Senior Safety Coordinator in Antigonish with respect to the creation, distribution and presentation of materials relative to crime prevention.

## **Goals**

- To increase the number of residents provided with safety/security information and help address personal concerns throughout Antigonish
- To increase activities within a partnership of service providers, encouraging referrals, combined projects and events
- To monitor and evaluate the activities of the Summer Student on an ongoing basis

## **Objectives**

- To meet with the Community Policing Officer/Senior Safety Coordinator and assist the with activities that promotes the work of the Antigonish Town and County Crime Prevention Association.
- To provide information on home security, personal safety, crime prevention, fraud, abuse and/or other concerns identified, as instructed.

- To provide information on the 911 emergency system, police, fire and ambulance services, where relevant.  
To provide information on other relevant services available in the community aimed at assisting residents.
- To refer to other agencies for assistance, when deemed appropriate and with the person's approval – when required.
- To provide follow-up visits, where recommended, so residents are kept informed of the latest scams, and to reaffirm safety tips and crime prevention methods.
- To maintain communications with the Antigonish Town and County Crime Prevention Association and the RCMP in Antigonish District.
- To have a complete computer data base of the activities completed during the work term.
- To assist with community projects that enhances the visibility of The Antigonish Town and County Crime Prevention Association
- To work with the local police authority in delivering programs designed to prevent crimes.

**Antigonish Town & County Crime Prevention Association is an equal opportunity employer and welcomes applications from candidates representing the diverse population of Antigonish Town and County.**

**This position will be for eight weeks starting as early as possible.**

**Applications (a cover letter, resume, and three references) must be clearly marked and mailed or hand delivered (faxes and email will not be accepted) to the undersigned no later than noon on Friday, June 1<sup>st</sup>, 2018.**

**Antigonish District RCMP Community Policing Officer, Cst. Morgan MacPherson and Senior Safety Coordinator, Anita Stewart  
4 Fairview Street, Antigonish, N.S., B2G 1R3**