**Department of Human Resources**

**Exempt Job Description**

**Job Title:** Walkhome Coordinator

**Job Number:** X-361

**NOC:** 6541

**Band:** 3

**Department:** Risk Management

**Supervisor Title:** Security Manager

**Last Reviewed:** February 20, 2018

**Job Purpose**

Provide safe and accompanied walks for all staff, students and faculty. Coordinate staff and volunteers to ensure accessibility to all. A deterrent to crime through increased visibility, promote campus safety through awareness, training and ongoing safety projects.

**Key Activities**

1. Coordinate a University-wide Walkhome program available 7 days a week to students, staff and faculty during the academic year.
2. Promotion and advocacy for the Walkhome program.
3. Recruitment and retention of dispatch/support staff and volunteers.
4. Coordination of volunteer staff schedule to ensure all shifts are covered.
5. Design and coordinate volunteer training program through use of the University and community resources.
6. Design and distribute promotional material, attend events and liaise with student and college groups, staff and faculty.
7. Maintain statistics on use of service; provide IT with weekly Fix It information and prepare monthly and yearly program reports.
8. Prepare and monitor the Walkhome budget; prepare documentation for deposits, purchases and follow up with departments to ensure timely processing.
9. Design and maintain Walkhome website.
10. Design and conduct annual Walkhome Safety Survey to obtain input from all students, staff and faculty. Analyze results compared to actual incident reports and present results to Trent University community; evaluate effectiveness of the program.
11. Act as backup Parking/Dispatcher for special events

**Education**

Secondary School Diploma plus 2 years of University or College.

**Experience Required**

1. More than one year experience working with students in a post-secondary school environment.
2. Experience working with and supervising volunteers.
3. Some experience with MS Works, Publisher, and Database Programs.
4. Excellent written and verbal communication skills.
5. Proven ability to work independently with minimal supervision.
6. Excellent organizational skills and ability to organize groups, timelines, projects, etc.
7. Demonstrated commitment to personal safety issues.
8. Familiarity with Trent University and the Peterborough community environment; knowledge of community organizations.
9. Ability to communicate with a variety of people from different backgrounds and experiences.
10. Demonstrated experience in coordinating a volunteer-oriented program in a decentralized setting.

**Responsibility for the Work of Others**

Direct Responsibility

* Dispatchers (7-9) - Students, staff
  + Dispatch Walkhome, Security, TUEFRT and Parking
* Volunteers (150) - Students

**Communication**

Internal:

* Liaison with student groups to promote the programs, events, projects, exchange information (Nature 1,2,3,4,7)
* Walkhome volunteers, schedule, motivate
* College Staff - shared office space, equipment, maintenance, distribution of materials, program promotion, email access
* Walkhome volunteers - interaction with others
* Admin Support services - supplies reports, processing paperwork (Nature sometimes 7)

External:

* Prospective students and parents - open house
* Suppliers - volunteer appreciation, promotional materials (Nature 1,2,7)
* Peterborough community support agencies – special events and co-op advertising
* Peterborough merchants – volunteer discount and awards program
* Government (subsidies/bursaries’)
* Peterborough Police

**Motor/ Sensory Skills**

* Dexterity - Data entry, WP, Design brochures, repair of flashlights

**Effort**

Mental:

* Sustained Attention - Proof reading, alpha and numeric lists, designing forms, brochures, writing reports

Physical:

* Keyboarding - Email, data entry

**Working Conditions**

Psychological:

* Workload