

COMMUNITY POLICING PROGRAMS ASSISTANT

***Naturally, Campbell River** – Located on Vancouver Island, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.*

The role:

The Community Policing Programs Assistant (“Programs Assistant”) works under the supervision of the Community Policing Programs Coordinator (“Programs Coordinator”) and reports to the Police Services Supervisor. The Programs Assistant contributes to cultivating a safe community by providing administration support through the RCMP and supports all aspects of service delivery for Crime Stoppers and the Restorative Justice Program. The Programs Assistant will assist with volunteer recruitment, training, and scheduling and be responsible for promoting Crime Stoppers and Restorative Justice in our community.

The Programs Assistant will work alongside the Programs Coordinator and must be available for flexible shifts as required by community partners. This position is exempt from the provisions of the City of Campbell River/C.U.P.E. Local 401 Collective Agreement and is employed as a contract position and has the potential for renewal upon mutual agreement, as per the contract language. The Programs Assistant is expected to supply their own vehicle on the job within the contract allowance.

What we offer: The rate of pay for this contract position is **\$32.86** per hour, based on an 18-hour work week.

Our ideal candidate will have:

- High school graduation.
- Must possess and maintain a valid BC Driver’s Licence and provide and maintain a clear driver’s abstract, as per city policy.
- Must Pass and maintain RCMP Reliability security screening.
- Minimum three (3) years’ experience (within the last seven (7) years) in a social services environment, police environment, or an assessable equivalent.
- One (1) year experience in a Restorative Justice environment with an assessable equivalent in Restorative Justice practices or an assessable equivalent in education, training, and experience.
- Demonstrated proficiency in group facilitation.

Posting closing date: February 12, 2025

Please apply using the ‘Apply Now’ link below. Resumes are no longer accepted through the careers email.

When you apply:

You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

Questions about this position? Email careers@campbellriver.ca



<https://smrtr.io/pvd8p>

[Apply Now](#)

