

Township of Langley

Job Title:	Police Community Program Coordinator
Competition Number:	25-U093
Employment Type:	Regular Full-Time
Pay Rate:	\$33.25 - \$39.14 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	35 hours per week; primarily Monday to Friday (days) with some weekend and evening work; non-standard hours and/or non-standard work week
Competition Opening Date:	July 17, 2025
Competition Internal Closing Date:	July 25, 2025
Competition External Closing Date:	July 31, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Police Community Program Coordinator** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Operations Support Supervisor, in this unionized position you will coordinate community policing programs for the Langley RCMP detachment.

Responsibilities

- Coordinate the delivery of services and implement and maintain systems to ensure efficient and effective programs
- Organize, schedule and present training lectures, appreciation nights and special events
- Select and conduct orientations, and provide direction to volunteers and students
- Prepare and edit newsletters for approval and prepare camera-ready copies
- Compose routine correspondence and prepare forms, lists, periodic statistical and narrative reports
- Conduct site reviews and inspections to identify security risks and advise on potential improvements
- Review proposed residential and commercial projects for conformance to property crime prevention principles and advise of concerns and recommendations
- Represent programs at the community level and liaise with community representatives to enhance partnerships and participation
- Provide information and assistance to volunteers, the public, community agencies and other departments on community policing programs
- Maintain records related to the work and maintain inventory and supply of program material
- Perform related work as required

Qualifications

- Completion of Grade 12 including or supplemented by related courses plus considerable related experience, or an equivalent combination of training and experience
- Considerable knowledge of the methods and practices used in conducting site assessments and reviewing proposed plans of residential and commercial projects for conformance to property crime prevention principles
- Sound knowledge of business English and modern office methods and procedures
- Ability to conduct site assessments and review plans of proposed projects
- Ability to compose routine correspondence, prepare forms and lists, and maintain records
- Ability to establish and maintain effective communication with a variety of internal/external contacts including volunteers, community service representatives, RCMP members and clients
- Ability to work with minimal supervision and exercise initiative

RCMP Enhanced reliability status (not required as part of the application process, however, will be required upon consideration for employment)

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.