



**THE CITY OF VERNON COMMUNITY
SAFETY OFFICE
VERNON NORTH OKANAGAN RCMP DETACHMENT**



APPLICATION

Position Title: **Community Safety Office Volunteer**

Purpose of the position:

A Community Safety Office Front Counter Volunteer is the first point of contact within a Community Safety Office whether by telephone or in person. It is imperative that this position is attended in a courteous and professional manner.

Responsibilities and Activities:

- Greet, refer and assist general public
- Provide educational information regarding crime prevention programs
- Provide educational information about drug awareness, bullying, community, personal, internet safety
- Administrative duties
- Answer telephones
- Data entry, updating information
- Lending out equipment
- Community Events

Time commitment:

4 hours per week
1 year commitment, with an option to renew

Qualifications required:

Be 19 years or older at the time of application.

Commit to a minimum of one year of voluntary service, providing a minimum of 4 hours per week, and be able to attend all required training sessions and meetings.

Valid BC Driver's License (required only if interested in programs that require the use of a vehicle)

Have and maintain a clean driving record for the past 5 years (required only if interested in programs that require the use of a vehicle)

Must not be under investigation by any police force.

Consent to a police information check and background reference check.

Take an Oath of Confidentiality, adhere to a Code of Ethics, and abide by CSO rules and regulations.

Ability to write and communicate well in the English language.

Able to obtain and maintain an RCMP Reliability Status



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All information contained in this pre-screening application, provided by the volunteer, will be protected by the City of Vernon in accordance with the applicable legislation. Information collected is used only to determine eligibility and suitability of the volunteer. Acceptance may be subject to vacancy.

Date of Application: _____

Last Name	Maiden Name	First	Second
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Address	City	Postal Code
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Home Phone	Cell Phone	Email Address
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Date of Birth _____ Place of Birth/City and Province _____

How long have you been a resident of Vernon? _____

Are you currently employed? _____ Part Time _____ Full Time _____

Place of Employment	Contact Person	Phone Number
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Do you have a valid driver's license? ____ D.L. Number _____ Prov. _____

Computer Skills: Typing/keyboarding _____ Microsoft Word _____ Microsoft Excel _____

Other: _____

Have you previously worked in a volunteer program? _____

Describe any work or relevant experience: (Include employment, clubs, organizations, volunteer programs or hobbies)

Are you willing to participate in project/community events outside of the Community Safety Office? _____

Please list a reference who may be contacted:

Business, personal, educational	Contact Person	Phone Number
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