

Job Title:	Safety & Security Coordinator	Job Category:	Coordinator
Division:	Operations	Department:	Safety & Security
Reports To:	Safety & Security Director	Term:	N/A

Volunteer Job Description

Purpose:
The Safety & Security Coordinator assists with ensuring that all Pride events are safe and secured.

Duties are assisting with the following:

- The Pride Winnipeg Safety & Security operation plan
- The First aiders for our events and ensure we have enough first aiders to provide adequate care for our attendees
- Ensuring all first aid kits are stocked and ready prior to our events
- Working with event managers to ensure event site plans meets safety standards
- Working with event managers to ensure that the setup and takedown of our events meet all health and safety protocols, procedures and policies
- The Event Safety & Security Checklist and correct any problems prior to the event opening
- The Safety & Security orientation on Managing Members and volunteers,
- Implementing and maintain event hazard controls
- Risk assessments on all event content and implement hazard controls as needed
- Incident investigations
- The annual Health and Safety Review and report findings to the Board of Directors
- The Event Security plan in conjunction with third party security personnel
- The event managers on seeking out and selecting a security firm
- The event managers in emergency situations and running Pride Winnipeg's Emergency Management Plans
- The annual Health and Safety report to the Board of Directors at the end of the Pride Planning year

Skills/Qualifications:

- Friendly, dynamic, and outgoing demeanor and professional presentation, excellent organizational and communication skills, ability to work well with others, strong interpersonal skills and leadership, must have good decision making skills, must have good stress and time management skills, knowledge of health and safety legislation an asset, must be first aid certified, security guard certification an asset,