



## Pride Winnipeg Festival

<b>Job Title:</b>	Safety & Security Director	<b>Job Category:</b>	Director
<b>Division:</b>	Operations	<b>Department:</b>	Safety & Security
<b>Reports To:</b>	Vice-President, Operations	<b>Term:</b>	3 Years

### Volunteer Job Description

#### Purpose:

The Safety & Security Director is tasked with ensuring that all Pride events are safe and secured.

#### Duties:

- Creating and executing the Pride Winnipeg Health and Safety operation plan
- Seek out first aiders for our events and ensure we have enough first aiders to provide adequate care for our attendees
- Ensure all first aid kits are stocked and ready prior to our events
- Unless otherwise stated by the Board of Directors, take on the role as the Health and Safety Leader
- Work with event managers to ensure event site plans meets safety standards
- Work with event managers to ensure that the setup and takedown of our events meet all health and safety protocols, procedures and policies
- Perform the Event Safety & Security Checklist and correct any problems prior to the event opening
- Conduct the health and safety orientation on Managing Members and volunteers,
- Implement and maintain event hazard controls
- Perform risk assessments on all event content and implement hazard controls as needed
- Conduct all incident investigations
- Conduct the annual Safety & Security Review and report findings to the Board of Directors
- Create and operate the Event Safety & Security plan in conjunction with third party security personnel
- Work with the event managers on seeking out and selecting a security firm
- Work with the event managers in emergency situations and running Pride Winnipeg's Emergency Management Plans
- Writing up and present an annual Safety & Security 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,