



SAFETY & SECURITY COMMITTEE COORDINATOR

Role Description

Purpose:

The Safety & Security Committee exists to act as the goodwill ambassador to the general public, as well as manage the safety and security operations, preventative measures and emergency planning for the Pride Week Festival.

Term of position and hours per week required:

There are two Coordinators on the Safety & Security Committee. Each coordinator is appointed to a two-year term, and each position requires a commitment of approximately 10 hours per week from August through to February, and approximately 20 hours per week from March through to June.

Responsibilities:

- Reports to the Event Logistics Manager
- Manages the operational planning for safety and security for Pride Weekend, which includes putting out tenders for radio and security companies, and liaising with Emergency Services (including St. John's Ambulance) and Toronto Police Services
- Works with the Event Logistics Manager and representative from the Board of Directors to update the festival emergency planning procedures
- Coordinates a committee of volunteers to ensure tasks of the Committee are completed in accordance with the workplan
- Leads a group of Safety and Security team leaders and weekend volunteers to act as goodwill ambassadors to all participants, vendors, visitors and the community for Pride Toronto and during Pride Week, and also training them on the safety and security procedures for the Festival
- Provides basic skills orientation to all Pride Toronto Volunteers, Staff, Coordinators, and Board Members on the emergency plan and safety and security protocol and procedures
- Negotiates contracts for paid security and radios
- Coordinates 24-hour coverage of the Pride site by security personnel during the weekend of the Festival (Friday through Sunday), with a particular focus on ensuring overnight site integrity
- Has fun and helps create and maintain a positive volunteer environment, with the ultimate goal of volunteer retention for the next year's festival

This is a non-exhaustive list of the Committee's responsibilities, which are to be split between the two Coordinators and completed with the help of other Committee Members as appropriate.



Outline of responsibilities as a Coordinator with Pride Toronto:

1. Demonstrates and supports Pride Toronto's Mission, Vision, Values and Strategic Direction
2. Works as a team member with the other Committee Coordinator (if applicable), Staff and Board Members
3. Manages the Committee by
 - Creating and facilitating the work of the Committee, including working with the Volunteer Program Manager to find suitable volunteers to work on the Committee
 - Maintaining and updating the work plan on monthly basis
 - Holding regular Committee meetings, arranging agendas, notifying participants, maintaining meeting minutes and storing records of meetings in the appropriate folder on the Pride Toronto server
 - Submitting personal and Committee time sheets to the Volunteer Program Manager monthly
 - Managing any issues that arise within the Committee, and updating staff liaison on the progress of the Committee
 - Defining roles and responsibilities for all Committee Members/volunteers and providing training where necessary, with staff support
 - Updating and maintaining Committee training manuals, with staff support
 - Ensuring open and timely communications with other Committees
4. Manages the Committee Budget, adhering to the following requirements:
 - Before purchasing products, a written quote must first be secured
 - A written contract must be completed for products or services
 - Coordinators do not have the authority to bind Pride Toronto to any contracts without staff approval
 - Written approval is required from a Pride Toronto staff member before making a purchase exceeding \$100
5. Mentors potential future Coordinators
6. Attends monthly Pride Toronto Coordinator Meetings and prepares Budget updates, Workplan updates and general Committee updates in advance of those meetings and submits these updates to staff liaison
7. Provides an end-of-year summary report and attends a debriefing meeting with staff
8. Attends workshops/training sessions that are provided
9. When possible, attends Pride Toronto General Meetings

Skills required:

- Must be 18 years of age or older and have a Police Records Check completed (please see the PRC Volunteer screening policy).
- Strong organizational and interpersonal skills
- Ability to "think outside of the box" while maintaining common-sense thinking
- Strong problem solving / conflict resolution skills



- Ability to work in a team environment
- Ability to provide clear, concise direction
- Superior communication skills
- Work well under pressure
- Prior experience with Pride Toronto, either attending as a member of the public, or ideally as a volunteer
- Have a background in security, radio dispatch and/or communication technology or similar field

Pride Toronto Mission:

Pride Toronto exists to celebrate the history, courage, diversity and future of Toronto's LGBTTIQQ2S* communities.

**Lesbian, Gay, Bisexual, Transsexual, Transgender, Intersex, Queer, Questioning, 2 Spirited*

Application process:

Please submit your resume to:

Pride Toronto
Erin Kelly
Volunteer Program Manager
Volunteer_program@pridetoronto.com

Tel: 416-927-7433 ext. 227

Fax: 416-927-7886

Pride Toronto adopts and upholds the City of Toronto's policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization.