

Redmond Police Department
Volunteer Program

Job Description

Title: Crime Prevention Program Assistant

Function: Assist the Redmond Police Department by organizing community outreach presentations and other events where police personnel are requested to attend.

Duties:

- Maintain information/education materials for outreach efforts of crime prevention programs.
- Respond to event requests by gathering information about requests
- Inform community members of topics the department can present on
- Work with respective on-duty Lieutenant to have an officer(s) assigned to events
- Assist with the planning and implementation of National Night Out and Derby Days
- Assist with creating crime prevention publications
- Conduct follow up phone calls with those requesting police presence to assure all expectations were met and to see if they need follow-up material
- Assist with other duties as assigned

Qualifications:

- Must possess the ability to communicate clearly, professionally, and concisely in person, and via email and telephone with business owners, civic leaders, schools, neighborhoods, community members, city employees, etc.
- Must be organized and have the ability to multitask
- Must be comfortable speaking to community members, patrol officers, Lieutenants, and police personnel
- Excellent typing skills and professional grammar
- Must possess a valid Washington State Drivers License
- Must have a clear driving record with no criminal traffic violations and no outstanding infractions
- Experience in using Outlook Express email and calendar, Microsoft Word, and Microsoft Excel
- Preferred experience with publication development program such as Microsoft Publisher
- Dependable
- Ability to receive and follow instructions
- Ability to work as part of a team
- Ability to maintain confidentiality
- Knowledge of Redmond geography a plus
- Deliver publications to police personnel and/or community members prior to and/or after presentations

Training:

- Complete new volunteer orientation
- Complete training with the Community Outreach Facilitator
- Complete the City of Redmond Defensive Driving Course and keep current per city policy
- Other training as appropriate for position
- Complete new volunteer orientation

Time Commitment:

- Minimum of at least one year commitment
- Minimum of two days per week for a total of 8 hours throughout the month (between 9AM-5PM Monday-Friday)

Reports To Community Outreach Facilitator