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# Chatham-Kent Children's Safety Village!

**What was once a  
dream.....is now a reality!**



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Tell me and I'll forget;

Show me and I may remember;

Involve me and I will understand.

# Who we are...

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- **The Chatham-Kent children's Safety Village is a special area which has been chosen to teach children about the dangers that exist in the community and how to prevent them from happening. Children learn how to play and stay safe!**
- **There are three classrooms for educational instruction by local firefighters, police officers, paramedics, and other safety professionals.**
- **The miniature village is still being constructed but is being used in several of the programs.**

# Mission Statement

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**“To promote the health and safety of children in conjunction with Chatham-Kent Emergency Services and our community partners.”**






# Program Goals

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- **To reduce the number of injuries resulting in death and disability of children. Through hands-on training at the Village children will develop a positive attitude toward safety that will be remembered into adulthood.**



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Children and youth are too often injured and sometimes die as a result of hazards in their environment. Unintentional injury continues to be the greatest cause of mortality, morbidity and disability for children and youth in Canada. Most of these injuries are preventable. You can help to prevent these injuries and learn valuable communication skills by serving as a volunteer with the Chatham-Kent Children's Safety Village.

**You can help make a difference!**



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*Become a Volunteer Today*



# What is a Volunteer?

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- **A volunteer is someone who generously donates their time, talents and energy to an organization of their choosing.**

# Benefits of Volunteering:

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- opportunity to be involved with the community and meet new people
- opportunity to model appropriate adult/child interactions
- Gain work experience
- opportunity to have fun interacting with children
- the potential to make a difference in a child's life
- make important networking contacts
- learn or develop new skills
- build self-esteem and self-confidence
- feel needed and valued




# Minimum Application Requirements

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Must be a resident of Chatham-Kent

**Must consent to a Police Clearance**

Must consent to personal reference  
checks



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***Applicants meeting the minimum requirements will be invited to an interview. In addition, references and a police clearance will be completed.***

# Fundraising Officer

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## **Description:**

Responsible for the planning and coordination of select fundraising initiatives. The fundraising officer is responsible for:

- ❑ Assisting with the planning, implementation and coordination of fundraising events
- ❑ Fundraising for events and programs as directed
- ❑ Organizing special events as directed
- ❑ Carrying out any other tasks as directed by the Executive Director.

## **Skills Needed:**

- ❑ Fundraising experience
- ❑ Ability to work with a small team
- ❑ Can communicate effectively.
- ❑ Is positive and enthusiastic.
- ❑ Is well organized

**Time Commitment:** at least once or twice a month

# General Maintenance/Office Cleaner

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## **Description:**

Required to do light cleaning duties throughout the building. This includes sweeping, mopping, vacuuming, dusting, cleaning the windows, etc.

Some duties may include:

- ❑ Sweeping, mopping, vacuuming, dusting, cleaning the windows, etc.
- ❑ Maintain cleaning equipment and reports maintenance problems or safety hazards to immediate supervisor.
- ❑ Ability to understand and comprehend all policies and procedures as they relate to the work being performed.
- ❑ Ability to follow all health and safety policies and procedures as they relate to housekeeping practices.
- ❑ Ability to communicate effectively.

**Skills Needed:** Previous housekeeping experience preferred but not required.

**Time Commitment:** once or twice a week for at least 2-3 hours.

# Marketing and Promotion

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## **Description:**

Responsible for marketing and promotion of the Children's Safety Village. The Marketing and Promotions Officer will help to develop plans for advertising, sales promotion, public relations, and sales management.

## **Skills Needed:**

- ❑ Can communicate effectively.
- ❑ Is positive and enthusiastic.
- ❑ Is well organized.
- ❑ Has marketing expertise and experience in dealing with the local media
- ❑ Pleasant manner with the public
- ❑ Able to work independently
- ❑ Interest and understanding of the operations of the Safety Village
- ❑ Experience with planning and coordinating events

**Time Commitment:** Whenever needed.



# Website Designer

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## **Description:**

This job requires computer skills needed to create and maintain the website.

## **Skills Needed:**

- ❑ Computer skills
- ❑ Previous work experience with website design

**Time Commitment:** once or twice a month

# Photographer

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## **Description:**

This job requires someone who enjoys taking pictures in an indoor or outdoor setting. The individual must have their own transportation method and own a good quality camera with all the necessary equipment.

## **Skills Needed:**

- Excellent communication and interpersonal skills;
- Photography knowledge is an asset;
- Knowledge in digital photography and PowerPoint presentations;
- Planning, organizing and project coordination skills;
- Independent and able to work with limited supervision;
- Able to follow safety precautions when on site;
- Able to follow direction and policies at all times;
- Enthusiastic about photography and picture making

**Time Commitment:** during special events and programs. May include evenings and weekends.

# Gardener

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## **Description:**

This job requires someone who is able to do all outdoor maintenance, which includes, weeding the flowerbed, watering all flowers and plants, cutting grass when needed.

## **Skills Needed:**

- ❑ Excellent communication and interpersonal skills;
- ❑ Gardening knowledge would be an asset but not necessary;
- ❑ Independent and able to work with limited supervision;
- ❑ Able to follow safety precautions when on site;
- ❑ Able to follow direction and policies at all times;
- ❑ Enthusiastic about gardening and landscaping

**Time Commitment:** 2-3 times a week for at least 2-3 hours.

# Security Personnel

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## **Description:**

Would be required to supervise the facility for private rentals of the Safety Village during evenings and weekends. Other tasks may include set up of tables and chairs and light janitorial duties.

## **Skills Needed:**

- Can communicate effectively.
- Is positive and enthusiastic.
- Is well organized

**Time Commitment:** Approx. one shift per month would be required.

# Special Events Coordinators

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## **Description:**

This job would consist of planning, coordinating, and assisting with fundraising events. The responsibilities included to complete the tasks successfully would be planning, organizing, ticket sales, as well as setting up and taking down anything needed for the event.

## **Skills Needed:**

- Can be creative
- Motivated
- Someone who enjoys planning and assistant with special events

**Time Commitment:** When planning for events.

# Instructor Assistants

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## **Description:**

The individual will assist the teachers in the classrooms during the program times. Will assist program instructors in teaching safety lessons to children 6- 13 years old.

## **Skills Needed:**

- ❑ Can communicate effectively.
- ❑ Is positive and enthusiastic.
- ❑ Is well organized
- ❑ Likes working with children

**Time Commitment:** Hours are from 9:30am- 1:30pm during weekdays.

# Hospitality/Greeter

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## **Description:**

Help by setting up and taking down for events. Assist with event preparation, greet and direct participants, help provide snacks or decorations.

## **Skills Needed:**

- Good communication skills
- Has a positive attitude
- Ability to work with a team
- A sense of organization and time management

**Time Commitment:** The length of the event or program.

# Become a Volunteer!



**Many Positions Available!!!**



# Volunteer Today!!!

**Chatham-Kent Children's Village**

**P.O. Box 68**

**Chatham, ON N7M 5K1**

**Phone: 519-360-1270**

**Fax: 519-360-9182**

**Email: [alzirac@cksafetyvillage.org](mailto:alzirac@cksafetyvillage.org)**

**Application forms may be obtained by calling the Chatham-Kent Children's Safety Village at 519-360-1270 or by visiting the website [www.cksafetyvillage.org](http://www.cksafetyvillage.org)**