

## Task Description – Volunteer Security Advisor

### Summary

Situated across the street from some of Toronto's most popular entertainment venues, Roundhouse Park is home to the Toronto Railway Museum's (TRM's) miniature railway and other outdoor exhibits illustrating Toronto's railway heritage. The park is a lively and dynamic venue in the heart of the city. TRM wants to ensure that museum staff and visitors to the park have an enjoyable outing. Unfortunately, there has been an increase in vandalism and anti-social behaviour at the park. The Museum is seeking a Volunteer Security Advisor to provide analysis and recommendations for how to improve the security at the park and roundhouse. This will be an advisory position with no operational responsibilities.

### Responsibilities

Advise staff on how to improve over-all security for staff, volunteers and visitors to Roundhouse Park. The goal is to create and preserve an environment where staff, volunteers, visitors and property are safe and well-protected.

- Recommend security policies, protocols and procedures
- Attend meetings with staff and volunteers to determine operational needs
- Advise staff on security operations for specific events
- Review reports on incidents and breaches
- Create reports for management on security status
- Analyze data to form proposals for improvements (e.g. implementation of new technology)

### Requirements

- Experience as security manager or similar position
- Able to visit Roundhouse Park on a weekly basis (or more frequently, as necessary)
- Experience using relevant technology and equipment (e.g. CCTV)
- Experience in reporting and emergency response planning
- Knowledge of security protocols and procedures
- Excellent communication and interpersonal skills
- Committed and reliable

### Reporting Structure

This is a new position, reporting to the Museum staff.

### Number Required

One only

### Timing:

Museum staff want to fill this new position as soon as possible.

Staff estimate the time requirement to be 10 – 20 hours per month.

### Special Circumstances:

Roundhouse Park's terrain and walkways are uneven with many grade crossings to accommodate the miniature train.

**Interested volunteers should respond to the TRHA Volunteer Recruiter at [volunteer@trha.ca](mailto:volunteer@trha.ca), submitting a C.V. which documents their qualifications for this position.**