



SURREY CRIME PREVENTION SOCIETY
ENHANCING COMMUNITY SAFETY TOGETHER

Volunteer Posting

Board of Director - Fundraising

Company: Surrey Crime Prevention Society

Opportunity Summary

Surrey Crime Prevention Society (SCPS) is seeking a **Volunteer Fundraiser – Board of Director** to support our fundraising efforts and help sustain vital community safety initiatives. SCPS is a not-for-profit organization that works closely with community partners to enhance public safety in the City of Surrey. This volunteer role offers an opportunity to make a meaningful impact by assisting with donor outreach, sponsorship development, grant applications, and fundraising campaigns to support SCPS programs.

Key Responsibilities

- **Campaign and Event Support:** Assist in the planning, organization, and execution of fundraising campaigns and events.
- **Donor and Sponsor Engagement:** Research and engage with potential donors, sponsors, and funding sources to secure financial support.
- **Grant Application Assistance:** Support the grant application process by gathering relevant information and helping write proposals.
- **Record Keeping:** Maintain accurate records of interactions with donors and sponsors.
- **Adherence to Volunteer Guidelines:** Follow the general duties and responsibilities outlined for SCPS volunteers.



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Skills and Qualifications

- ✓ Strong communication and interpersonal skills.
- ✓ Ability to engage with potential donors and sponsors in a professional manner.
- ✓ Experience in fundraising, sales, marketing, or event planning is an asset.
- ✓ Passion for community safety and SCPS's mission.

- ✓ Ability to work independently and as part of a team.
- ✓ Strong organizational skills and attention to detail.

Company Profile

Mission: Surrey Crime Prevention Society is dedicated to fostering community safety and well-being by adopting a comprehensive **360° holistic approach**. Through the tireless efforts of our trained and passionate youth volunteers, we strive to create safer neighborhoods, enhance public awareness, and cultivate positive partnerships within our community. Our commitment lies in aligning our actions with the shared objectives of our valued community partners as we work together to build a safer and more secure future for all.

Vision: Surrey Crime Prevention Society is an unwavering and trusted ally, leading the charge in elevating community safety within the diverse City of Surrey. We aspire to be the cornerstone of safety initiatives, pioneering innovative solutions, and fostering a united community that thrives in a secure environment. Our vision is a Surrey where every resident feels safe, supported, and empowered to contribute to a harmonious and prosperous community.

Location	Surrey, BC
Application Deadline	March 31st, 2025

To apply send your cover letter and resume to aman@preventcrime.ca



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Volunteer Posting

Board of Director- Human Resources

Company: Surrey Crime Prevention Society

Opportunity Summary

Surrey Crime Prevention Society (SCPS) is seeking a **Volunteer Human Resources Assistant – Board of Director** to support the organization’s HR functions, including recruitment, onboarding, and volunteer engagement. This volunteer position is ideal for individuals with an interest in human resources, administration, or non-profit management. The role offers hands-on experience in HR processes while contributing to the success of SCPS’s community safety initiatives.

Key Responsibilities

Human Resources Strategy and Oversight

- Provide guidance and strategic oversight on HR policies, procedures, and practices to align with SCPS's mission and goals.

Policy Development and Implementation

- Review and update HR policies to ensure they reflect best practices, compliance, and organizational needs.

Legal Compliance

- Ensure SCPS remains compliant with all employment laws and regulations, specifically in a volunteer-based structure.

Communication and Reporting

- Regularly communicate with the executive team and provide updates or reports on HR matters to the board.



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Skills and Qualifications

- ✓ Strong interpersonal and communication skills, with the ability to engage and support volunteers.
- ✓ Ability to maintain confidentiality and handle sensitive information professionally.
- ✓ Strong organizational and time management skills, with attention to detail.
- ✓ Ability to work both independently and collaboratively in a team environment.
- ✓ Previous experience in HR
- ✓ Passion for community engagement and supporting public safety initiatives.

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Volunteer Posting

Board of Director - Accounting

Company: Surrey Crime Prevention Society

Opportunity Summary

Surrey Crime Prevention Society (SCPS) is currently seeking a **Volunteer Accountant – Board of Director** to support our financial operations. SCPS is a not-for-profit organization that works closely with community partners to enhance public safety in the City of Surrey. This volunteer role provides an opportunity to contribute to a meaningful cause by assisting with financial record-keeping, reporting, and budgeting to ensure fiscal responsibility within the organization.

Key Responsibilities

Financial Oversight & Record-Keeping

- Assist with maintaining accurate financial records in compliance with SCPS policies and non-profit regulations.
- Support bookkeeping tasks, including data entry, reconciliations, and financial tracking.
- Help prepare monthly financial reports, income statements, and balance sheets.

Accounts Payable & Receivable

- Assist in processing invoices, receipts, and expense reimbursements.
- Track incoming donations, sponsorships, and membership fees.
- Ensure timely payments to vendors and service providers.

Budgeting & Financial Planning

- Support the development of annual budgets and financial forecasts.
- Monitor expenses and identify potential cost-saving opportunities.

Grant & Fund Management

- Assist with financial reporting for grant applications and funding initiatives.
- Ensure accurate allocation of funds to appropriate program areas.

Compliance & Reporting

- Assist in preparing financial reports for Board meetings and audits.



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- Ensure compliance with CRA regulations for non-profit financial reporting.
- Help maintain organized financial records for audits and tax filings.

Administrative & Support Tasks

- Provide general administrative support for financial processes.
- Assist with updating financial policies and procedures as needed.
- Work closely with the Treasurer and Executive Director to support financial operations.

Skills and Qualifications

- ✓ Ability to read, understand, and interpret financial statements.
- ✓ CPA designation or strong financial background in accounting, finance, or business administration is preferred.
- ✓ Experience in financial oversight for non-profits is an asset.
- ✓ Strong analytical, organizational, and communication skills.
- ✓ Knowledge of financial software such as QuickBooks is beneficial.
- ✓ A passion for community engagement and public safety.
- ✓ The successful candidate must pass a criminal background check.

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