

PART-TIME SECURITY OFFICER



THE RALPH C. WILSON, JR.
CHILDREN'S MUSEUM

POSITION REPORTS TO
Chief Operations Officer

POSITION SUMMARY

Explore & More – The Ralph C. Wilson Jr. Children's Museum (E&M) is dedicated to hands-on learning in the arts and sciences through seven educational play zones that highlight the Western New York Community. We serve children, caregivers and educators through Museum visits and outreach programs.

Part-Time Security Officers protect all company assets, staff, and guests. Officers will observe and report activities, incidents, and log all visitors. While on duty, officers must be courteous, respectful, and act in a skilled manner when enforcing rules and regulations.

ESSENTIAL FUNCTIONS

- Monitor CCTV's
- Inspect and patrol premises regularly
- Respond to alarms and react in a timely manner
- Conduct Security Escorts when requested
- Report incidents
- Submit Daily Activity Reports regularly
- Performs other related duties as assigned

REQUIRED SKILLS / ABILITIES

- Knowledge of security protocol and procedures.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Ability to provide training on security policies and procedures.
- Ability to work with confidential and classified information.
- Proficient with Microsoft Office Suite or related software.
- Ability to function under high pressure situations.
- Perform adult and/or child first aid, CPR, AED as needed.
- Maintain superior job performance while working extended hours as required.
- Ability to operate all CCTV functions, capture and copy incidents for record keeping.

EDUCATION & EXPERIENCE

- Two years of related security experience required
- Driver's license [preferred]
- First Aid Certification [preferred]
- CPR Certification [preferred]
- AED Certification [preferred]
- Guard Card [required]

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at a time.
- Ability to traverse various areas of the facility to conduct inspections and patrols
- Ability to handle oneself in a potential physical situation.

Salary: \$18.00 - \$20.00 hourly