

# Security Guard

## OLV Charities

### **POSITION SUMMARY:**

The Security Guard protects persons, property, and assets by enforcing preventative measures and taking appropriate and lawful action. Serves (i) as a visible deterrent to illegal and/or inappropriate actions by maintaining a high visibility presence, and (ii) by assisting those in need.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides armed/unarmed security to the OLV campus.
2. Reasonably anticipate and takes proactive steps to provide a safe and secure environment for staff, clients, tenants, visitors, properties, facilities, and assets.
3. Complies with all OLVC safety and security programs, plans, policies, procedures, processes, and directives.
4. Provides timely emergency assistance and response.
5. Keeps up with day-to-day operations.
6. Monitors access to, as well as persons and activities occurring upon, properties by means of standing posts, regular foot patrols, and camera feeds from various buildings and properties.
7. Identifies, responds to, investigates, documents criminal and suspicious behavior or activities, alarms, requests for assistance, disturbances, safety-related incidents and threats.
8. Provides security- and safety-related guidance and recommendations to staff, clients, tenants, and visitors.
9. Conducts and/or participates in safety- and security-related investigations and audits including applicable actions and submission of incident reports in a timely fashion.
11. Contacts and communications with proper authorities, internally (OLV) and externally (e.g., local emergency services).
12. Remains in compliance with all required training and authorizations.
13. Escorts people/property to specified destinations.
14. When directed or appropriate, unlocks buildings/doors.
15. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Able to work with minimal supervision and with ability to maintain confidentiality.
2. Ability to assess and evaluate situations effectively.

3. Ability to identify critical issues quickly and accurately.
4. Ability to maintain composure and respond effectively in emergencies and/or stressful environments and circumstances.
5. Attention to detail.
6. Strong problem-solving skills.
7. Strong interpersonal, listening, and oral and written communication skills.
8. Superior customer service skills and professional demeanor.
9. Ability to work with individuals in a variety of situations.
10. Proper telephone and portable radio communications and etiquette.
11. Moderate computer skills with basic Outlook email and Word. Knowledge of security related software programs.

### **EDUCATION, CERTIFICATION AND EXPERIENCE:**

1. A minimum of two (2) years of security (armed), or one (1) year of law enforcement experience in a full-duty status with a full-service police department in a municipality, state, or federal enforcement department within the US are preferred.
2. Registered with the New York State Department of State, possessing a valid Security Guard (Armed) license preferred, required within 60 days of hire date.
3. Must own a registered firearm, as applicable (Armed Guard).
4. Possesses and maintains current CPR, First Aid, and AED Certification preferred.
5. High School education or equivalency required; two years of college preferred.
6. Valid NYS driver's license required.
7. Unless part of a religious accommodation, no visible piercings, although no more than two (2) stud earrings in ears are permitted; no unusual/non-traditional hair colors. No visible inappropriate tattoos.

### **WORK SCHEDULE:**

Part-time work schedule consists of 12-18 hours per week between 6:00 am and 7:00 pm with varying shifts including some weekends and holidays.

### **PHYSICAL REQUIREMENTS FOR THE JOB:**

Security guards should possess and maintain a satisfactory level of fitness and physical competency to perform the essential functions of this job effectively. Duties may include sitting, standing, or walking for long periods, running, lifting and carrying heavy objects up to 25 pounds, or physically restraining a person if necessary.

**Pay Range:** \$23.38-\$31.00/hour, based on experience

**Email resume and cover letter to:** [olvc-careers@olvcharities.org](mailto:olvc-careers@olvcharities.org)

Or send cover letter along with resume to:

OLV Charities Human Resources Department

780 Ridge Road

Lackawanna, NY 14218