



### **EMPLOYEE JOB DESCRIPTION**

**TITLE:** School Security (Year-Round)  
**DEPT:** The Hundred Acre School  
**REPORTS TO:** Director of The Hundred Acre School  
**FLSA STATUS:** Part-time, Non-Exempt

### **SUMMARY OF RESPONSIBILITIES:**

Maintain a safe and secure school environment for students, their families, and the staff by patrolling and monitoring the school building, playground, and Heritage Museums & Gardens grounds.

### **POSITION REQUIREMENTS:**

1. The position of year-round School Security is a part-time, non-exempt, at will position.
  - The Hundred Acre School offers a school year program and a summer program.
  - This year-round position has the following planned breaks during a typical calendar year; otherwise, you must be available at all other times.
    - i. April Vacation break
    - ii. A Two-and-a-half-week summer break in August
    - iii. Winter Holiday December break
  - The School Security team includes two staff working alternating 2-day or 3-day schedules. Regular, consistent schedules are set at the beginning of the school year and summer.
  - You must provide a minimum of two shifts (16.5 hours) per week, year-round.
  - You must be willing to pick up extra shifts if your School Security partner needs a day off (sick or planned).
2. The only candidates considered must have prior experience in security, law enforcement or working in a school (i.e. former educator or staff member).
3. The ideal candidate must be deemed suitable by the Department of Early Education and Care's background record check process.
4. The ideal candidate must be comfortable with and willing to follow the School's Security Operating Procedures and any other tasks deemed necessary by the Director of The Hundred Acre School.
5. The ideal candidate must have exceptional customer service skills, commitment to teamwork, excellent communication and strong interpersonal skills. A strong sense of ownership and pride in our school environment.
6. The ideal candidate must be able to exercise sound judgment, abide by and enforce procedures, and be able to take initiative quickly to resolve security or safety issues while remaining calm and clear-headed.
7. The ideal candidate must enjoy children and be willing to support any classroom PreK to Grade 2.

8. The ideal candidate must possess a genuine enthusiasm for fostering strong connections with parents and extended family members, contributing to the creation of a tightly knit school community.
9. The ideal candidate must be able to monitor school and HMG grounds on foot, often walking at least 3 miles per day.
10. The ideal candidate must be willing to work outdoors, including during uncomfortable weather or conditions.
11. The ideal candidate must be able to lift 30 pounds unassisted.
12. The ideal candidate must be at least 25 years of age.

#### **SPECIFIC RESPONSIBILITIES:**

- Proactively maintain a safe school environment and act in the best interests of students and staff by following the specific details in the School's Security Operations Procedure (SOP).
- Monitor the school, parking lot, and grounds to ensure they are complete, undamaged, in proper working order, and free from hazardous conditions. Report any problems or inconsistencies to the appropriate Heritage Supervisor (facilities, maintenance, or horticulture).
- Carefully review and comprehend the Heritage Museums and Gardens Emergency Action Plan and, as required, put its evacuation procedures into practice.
- Respond to emergencies and contact 911 when needed. Remain the point of contact during the crisis.
- Complete the HMG Incident Report as needed.
- Any other duties and/or responsibilities as established during the season or school year.
- **The position requires a high level of discretion of proprietary information and security knowledge that must be treated with the highest level of confidentiality, both at HMG and while out in the community.**

#### **BE FAMILIAR WITH JOB DESCRIPTION OF THE HERITAGE SECURITY ASSOCIATE**

- Secures premises, collections, as well as the visiting public and staff by patrolling property; inspecting buildings, equipment, and access points to ensure that Museum visitors and staff have a safe and pleasant experience.
  1. Welcome and engage museum visitors and assist them with accessing museum resources. Effectively share accurate information on the museum's mission, history, collections, and exhibits. Understand HMG's unique appeal to various visitor groups.
  2. Understand, follow, and enforce HMG policies and procedures, including health and safety guidelines, to ensure the safety of museum staff, visitors, facilities, and collections engaging with HMG staff as necessary.
  3. Work with Visitor Experience Team and staff and Retail staff, to collaboratively meet visitor needs and to provide a uniform safe visitor experience.
  4. Be informed about and offer visitors information regarding programs, events, daily operations, membership opportunities, and museum policies and procedures.
  5. Respond appropriately to visitor questions, comments, and concerns. Communicate visitor feedback using appropriate channels through Security Supervisor.
  6. Project a professional image, serving as an ambassador for the museum both at HMG and while out in the public.

7. Perform all other duties as assigned by the Supervisor of Security, Director of Facilities and Security, Chief Program Officer, or President & CEO.

**Application Process:**

Please submit the following items via email to Melissa Russell, Director of The Hundred Acre School, at [mrussell@heritagemuseums.org](mailto:mrussell@heritagemuseums.org)

1. Resume
2. Cover Letter

Start date is ideally April 22, 2024 – May 6, 2024.  
Applications are welcome until the position is filled.