



SECURITY GUARD

SCOPE

The Security Guard is responsible for ensuring a safe and prudent onsite environment on a day to day basis. This includes supervising contractors, working with on-site RC staff and working with volunteers, to ensure goals are being met in a safe and prudent manner. Typical working hours are M-F 8 a.m. to 3 p.m. and Saturday 9 a.m. to 2 p.m. Position reports to Security Manager.

PRIMARY RESPONSIBILITIES

1. Unarmed Security of Premises
 - Enforce policies and procedures from the operating guidelines to ensure optimal operation, security, and safety
 - Perform routine patrols of all premises including all buildings and parking lot
 - Manage any access points/paths with codes/procedures for safety purposes
 - Identify, escort out and report suspicious individuals from premises
 - Identify, remove and report suspicious packages from premises
 - Ensure all equipment (cameras, recordings, walkie talkies) onsite are operating in a safe and reliable manner
 - Provide accurate information and directives to visitors
 - Greet visitors in a professional and friendly manner

2. Operational Assistance
 - Perform setup and tear down tasks as needed/requested
 - Provide assistance/support to BOD, staff, and volunteers as requested
 - Participate in Security Oversight of campus as appropriate
 - Maintain security logs as required
 - Complete incident reports as needed
 - Contact law enforcement personnel in emergency situations and coordinate best course of action as needed



Knowledge, Skills, Experience, Compensation

1. Knowledge/Education
 - Excellent English oral and written skills
 - Fluency in Arabic or other Middle Eastern languages a plus
2. Skills
 - Ability to lead in a confident, yet humble and respectful manner
 - Excellent interpersonal skills to interface with a very diverse community
 - Superior stress and time management skills especially in tense security situations
3. Experience
 - Security enforcement with a work history of 3+ years
 - Managing outside contractors
 - Worked in non-profit or volunteer environments
4. Compensation
 - Competitive compensation package (base, bonus, insurance, PTO)
5. Legal Status
 - Must be legal resident (green card holder) or citizen of the USA
6. Physical Location and Hours of Work
 - 27121 Towne Centre Dr, Lake Forest, CA
 - Salaried role of 40 hours per week. Monday through Friday full days, and Saturday half day. May need to be flexible depending on events