



## **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
- Ability to safely manage crowd movement and high-traffic situations
- Ability to organize and control traffic flow, especially during peak times such as Fridays and special events

### **3. Experience**

- Prior security or safety-related experience of 3+ years strongly preferred
- 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 Requirements**

- Ability to stand and walk for extended periods of time
- Ability to remain active and alert in high-traffic and dynamic environments
- Capability to respond effectively in emergency situations, including assisting with evacuations or incident response when needed

### **7. 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