



BOYS & GIRLS CLUB OF CLIFTON
JOB TITLE: CLUB SECURITY OFFICER

GENERAL FUNCTION

Under the direct supervision of the Director of Operations/HR, the security officer is responsible for quality and efficient service by providing security assistance and protection for Club staff, visitors, members and their families; to enforce BGCC security policies and procedures. The security officer will be assigned to the Club Front Desk area to monitor all those who enter the Club facility and be responsible for any activity that elicits a security response on the Club property.

- Bachelors' degree from an accredited college or university and /or equivalence experience. High School diploma will be accepted with a minimum of 3 years' experience.
- New Jersey State -Security Officer Registration Act (S.O.R.A.) a standardized security officer training program has become law in the state of New Jersey. The training allows security practitioners the ability to better understand and perform their duties. We will require certificate within 90 days of hire date or next available test date.
- First Aid, Safety, AED, and CPR certification required
- Police background checks, Cari, fingerprinting and all other childcare license pre-employment checks will be required.
- Demonstrate the ability to set and meet goals
- Demonstrate the ability to effectively communicate with staff, parents and young people and encourage their participation Club activities.
- Demonstrate the ability to perform basic administrative duties

GENERAL JOB SEGMENTS

- Demonstrate ability to organize, direct and coordinate operations in facility security management.
- To be a positive role model
- Adhere to the Club Personnel Policies and Practices and for the implementation of the Club Discipline Policies and Guidelines
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Knowledge of the mission, objectives, polices programs and procedures of the Boys & Girls Club of Clifton.
- Perform other duties as assigned by the Operations Director and Administration

SPECIFIC JOB SEGMENTS



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1. Position hours of employment will be Monday – Friday 3:00-7:00 P.M. during the school calendar year. A manageable work week will be arranged for school holidays and summer camp.
2. Responsible for Front Desk Lobby Area & Building Security to Include:
 - Management of Club entrance/lobby area; check –in of Club members, parents and all visitors to the Club facility.
 - Responsible for the monitoring of Club parking lot and exterior areas surrounding the facility.
 - Participate in regular full-time staff and Board Club Safety Committee meetings.
3. RELATIONSHIPS
 - Contacts Inside the Department:

Maintain daily contact with Club staff, including full time, part time, program and volunteers, to discuss issues challenges and opportunities; provide and receive information as warranted and communicate pertinent issues with Administration.

- Contacts Outside the Department but within the organization:

Maintain contact with external community groups, board of directors, members' parents and others to assist in resolving problems and to market/promote Club.

EFFECT OF END RESULT

This position is dedicated to the fulfillment of the mission of the Boys & Girls Club of Clifton through the maintenance of a safe environment at the Club. The security officer position has a primary impact on the creation an overall image that stresses safety as our number one priority. Safety is part of the BGC Clifton’s core promise and one of the five key elements of Impact.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Approved by: _____
Chief Professional Officer Date