

Job Description

Date Opened:	
Date Updated:	June 19, 2024
Title:	Security Guard
Reporting to:	Director of Security
Full/Part-time	Part-time
Exempt/Non-Exempt	Non-Exempt

Description

The security guard reports to the Director of Security, and in their absence, the Safety and Emergency Manager. Security is tasked with the responsibility of ensuring the safety and security of all guests, employees, exhibits, and artifacts. It is Security's duty to enforce the rules and safety guidelines set by the Director of Security and the Safety and Emergency Manager to ensure that Discovery Park is functioning safely and securely.

Duties and Responsibilities

- Maintain and implement security, safety, and emergency policies and procedures
- Exhibit knowledge about and accurately execute Discovery Park of America's Emergency Action Plan
- Conduct proper, in-depth searches of bags, strollers, wheelchairs, and any other structures that may have compartments upon entry and re-entry into the Discovery Center
- Diligently observe guests for potential weapons and any other illicit contraband
- Effectively and efficiently handle security-related issues including, but not limited to safety and emergency situations, disruptive guests/employees, disgruntled guests/employees, and any imminent threat to the safety of Discovery Park's guests, employees, exhibits, and artifacts
- Exhibit excellent customer service, including greeting guests, answering questions, and occasionally escorting guests to designated areas
- Stay current on new laws, guidelines, and policies pertaining to Safety and Security
- Secure premises and personnel by frequent foot patrol of the property, while also searching for potential safety hazards
- Monitor surveillance equipment, patrol the museum and perimeter of the park, and respond to emergency calls throughout the Discovery Center and Heritage Park
- Analyze security footage and approve entry to the park through the Entry, North, and South Gates
- Work special events as needed, which may include after-hours and weekends
- Work special events where alcohol is present
- Enforce laws and regulations regarding alcohol leaving the premises
- Report to the Director of Security at the end of each shift
- Stand and conduct foot patrols for extended periods of time and lift 25-30 pounds
- Work outside in extreme weather temperatures

Qualifications

- High School diploma (active/graduate)
- Security/Law Enforcement experience preferred
- Security Certification (or must be willing to obtain a certification during their first 15 days of employment) required

Key Skill Areas

- Excellent communication and negotiation skills
- Strong reporting skills
- First-aid and self-defense
- Exceptional surveillance and observation skills
- Great decision-making skills and ability to exercise good judgment

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Additionally, the successful candidate will demonstrate a positive attitude, a willingness to learn, a proven commitment to DPA, and a strong desire to succeed.