

# SMEL | Stimulating Minds through Entrepreneurship and Leadership

## JOB DESCRIPTION

<b>POSITION:</b>	Safety Guard
<b>DEPARTMENT:</b>	Youth Services
<b>LOCATION:</b>	115-15 Farmers Blvd, St. Albans, NY 11412
<b>REPORTS TO:</b>	Assistant Director
<b>SALARY:</b>	\$16.50 hourly
<b>SCHEDULE:</b>	10:00 am – 6:00 pm (Monday – Friday) and some occasional weekends. This position is performance based and is also contingent on funding availability.
<b>JOB SUMMARY:</b>	Performs routine and extensive preventative maintenance and repair procedures in the community center including mechanical equipment and utility systems.

### EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Security Licenses preferred or 5+ years of security experience.
- Previous youth based/school security experience.
- Good conflict mediation and public relations skills.
- Excellent written and verbal communication skills.
- Strong planning and organizational skills; detail oriented.
- Strong time management skills; ability to handle assignments simultaneously with a high degree of accuracy, and meet deadlines in a high pressure environment.
- Self-starter with the ability to work independently and with minimal guidance.
- Can-do attitude and strives to do more for a growing team.
- Previous experience working with diverse young people.
- Three (3) or more years' experience & expertise working with youth (volunteer experience is acceptable).
- Ideal candidate is personable, energetic, & enthusiastic.
- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check; 3 Reference Checks; Physical w/ updated TB Test (Fees may apply).
- If offered the position, must submit \$25 fee for NY State Clearance Review.
- Valid CPR/AED Pro certification through recognized accrediting body preferred.
- Valid First Aid/RTE certification through recognized accrediting body preferred.
- Candidates must be able to communicate effectively with all students while remaining professional at all times and be able to motivate the students while setting an example in all areas, including responsibility, timeliness, organization, attendance and most importantly, professionalism.
- Bilingual preferred.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must complete 15 hours of trainings as per school- age child care requirements within the first three months of hire and attend two mandatory agency-wide Professional Development trainings. If hired for summer only, must complete all trainings are required by Program Director or Assistant Program Director.
- Greet visitors warmly and professionally upon entering, address their inquiries and directs people to appropriate locations.
- Maintains daily program attendance logs and all related clerical activities as required.
- Documents the use and the conditions of each room used by program.
- Logs medical or safety related incidents.
- Manage and mediate all conflicts.
- Responds to all emergencies (i.e. medical, unsafe areas, trespassing, altercations, etc).

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- Controls the flow of traffic so that only those participants scheduled are allowed in the building or into appropriate program areas.
- Maintain positive relationships with office and center/school faculty.
- Maintain positive relationships with key stakeholders, program participants, families, community members and program staff.
- Keeps the lobby clear of unauthorized persons, including loitering children, adults, or adolescents.
- Keeps abreast of what is going on in the program each day.
- Manage registration forms and process identification cards for program participants (as needed).
- Other duties as assigned.

## **EOE**

### **HOW TO APPLY:**

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Safety Guard" to [careers@smelny.org](mailto:careers@smelny.org). No phone calls, please.

*Please be advised that job offers can only be made once your clearances come through*