



BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION

POSITION TITLE:	ATTENDANT GUARD SUPERVISOR /SECURITY GUARD SUPERVISOR
STATUS:	Union, Non-Exempt
DEPARTMENT:	SECURITY
SUPERVISOR	Director of Building Operations

Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum's early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 children and adults annually.

Brooklyn Children's Museum is seeking a full-time Attendant Guard Supervisor/Security Guard Supervisor who is responsible for the safety and security of the BCM community and property. This role oversees the daily operations and services of BCM and ensure proper conduct of the entire Security Department.

REQUIREMENTS:

- High School Diploma or GED
- Certificate of Fitness/Licenses: F-03, S-95, F-07 or ability to obtain these.
- Certificate of Fitness or ability to obtain the New York City Fire Department Certificate of Fitness
- Completion of State mandated 8-hour and 16-hour New York State Certification and annual training
- Security Guard Training Certificate recommended by the New York State Security Guard Advisory Council
- Two years of security experience in an institution, office or organization setting
- Follow oral and written instructions
- Ability to work cooperatively with co-workers and the public

RESPONSIBILITIES:

- Manages a team focused on providing excellent customer service throughout the Museum
- Monitor and follow-up with all guards' performance
- Create and adjust staff schedules to ensure adequate coverage based on operational needs
- Work independently as well as taking directions and work well in a team environment that requires active participation in maintaining the Museum in high standard for maximum visitor experience.
- Complete daily, weekly, monthly checklists and processes.
- Complete building tours to ensure a secure and safe building and surroundings.
- Receiving and delivery of mail, packages and deliveries.
- Respond to all alarms and other emergency situations.
- Ability to write clear and concise incident reports
- Ability to use email and internet and basic computer skills.
- Perform other duties as needed.

PHYSICAL DEMAND

This position demands good physical and mental health. The employee is required to stand for extended periods of time, walk, sit, climb, and bend. The employee he must be able to move continuously during work hours. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to focus. The employee is regularly required to lift up to 50lbs.

SCHEDULE

40 hours a week. May require weekend and evening hours with occasional late nights, special events, absentee coverage and other circumstances. Overtime as assigned. Flexibility to be available as needed.

COMPENSATION

\$42,000 to \$48,000 annual salary, paid every two weeks, based on experience and Collective Bargaining Agreement category. Additional benefits include paid time off, accrued based on-number of hours worked, professional development opportunities and training, BCM membership, and free admission to most NY-based cultural institutions.

APPLICATION

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your LastName]–FTAttendantGuard” in the subject header.

Applications will be reviewed on a rolling basis. Only those candidates selected for an interview will be contacted. Notelephone calls for position inquiries, please.

COVID-19 GUIDELINES

The health and safety of our Museum community is the highest priority. As such, Brooklyn Children’s Museum is requiring all newly hired staff members to be fully vaccinated with a FDA authorized and/or approved COVID-19 vaccine as a condition of employment.

ABOUT BROOKLYN CHILDREN’S MUSEUM

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of our borough, Brooklyn Children’s Museum’s mission is to create experiences that ignite curiosity, celebrate identity and cultivate joyful learning. Located in Crown Heights, Brooklyn, the Museum serves 300,000 children and adults annually through its exhibits, school, public, and after school programs.

EQUAL OPPORTUNITY EMPLOYMENT

Brooklyn Children’s Museum is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteranstatus, or any other characteristic protected by federal, state, or local law in its employment policies.