



## **BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION**

---

<b>POSITION TITLE:</b>	PART TIME ATTENDANT GUARD/SECURITY GUARD
<b>DEPARTMENT:</b>	SECURITY
<b>SUPERVISOR</b>	SECURITY GUARD SUPERVISOR

---

Brooklyn Children's Museum is seeking a Part Time Attendant Guard/Security Guard reporting directly to the Attendant Guard/Security Guard Supervisor and the COO.

### **REQUIREMENTS:**

- High School Diploma or GED
- Fire Guard License or ability to obtain the FO3, F04, F07 and other licenses
- 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 on-the-job training and annual training
- Security Guard Training Certificate recommended by the New York State Security Guard Advisory Council
- Follow oral and written instructions
- Ability to work cooperatively with co-workers and the public

### **RESPONSIBILITIES:**

- Recognize, and proactively address security shortcomings that negatively impact safety & experience for visitors and staff.
- Present a friendly, welcoming presence in the Museum, surroundings and to interact in a friendly welcoming way with visitor and BCM community.
- 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**

Up to 28 hours a week depending on schedule needs. Require weekend and evening hours. Up to 28 Hours per week, with occasional late nights, special events, absentee coverage and other circumstances. Flexibility to be available as needed.

**COMPENSATION**

\$17/hour, paid every two weeks. 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](mailto:careers@brooklynkids.org) with “[Your LastName]-PTAttendantGuard” in the subject header.

Applications will be reviewed on a rolling basis. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

**ABOUT BROOKLYN CHILDREN’S MUSEUM**

Brooklyn Children's Museum ([www.brooklynkids.org](http://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, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies.