



JOB DESCRIPTION

POSITION TITLE: Part-Time Security Guard

DEPARTMENT: Security / Building Operations

SUPERVISOR: Security Guard Supervisor

Brooklyn Children's Museum (BCM) is seeking a **Part-Time Security Guard** to provide a safe and welcoming environment for visitors and staff. This role reports directly to the Security Guard Supervisor with additional supervision provided by the Director of Building Operations and the Chief Operating Officer.

Schedule Requirement:

This position requires availability on Friday, Saturday, and Sunday. Only candidates who can commit to this schedule should apply.

REQUIREMENTS:

- High School Diploma or GED
- Fire Guard License or ability to obtain FO3, F04, F07, and other required licenses
- Certificate of Fitness or ability to obtain the NYC Fire Department Certificate of Fitness
- Completion of State-mandated **8-hour and 16-hour on-the-job training**, plus annual training
- Security Guard Training Certificate recommended by the **New York State Security Guard Advisory Council**
- Ability to follow oral and written instructions
- Strong communication and customer service skills
- Ability to work cooperatively with co-workers and the public

RESPONSIBILITIES:

- Ensure a safe and welcoming experience for visitors, staff, and partners of the Museum
- Act as a positive, friendly presence for guests, assisting with directions and general inquiries
- Conduct regular security tours of the building and surrounding areas
- Manage the receipt and delivery of mail, packages, and other deliveries
- Respond promptly to alarms, emergency situations, and security concerns
- Write clear and concise incident reports when necessary
- Utilize email, internet, and basic computer applications as required
- Perform other duties as needed

PHYSICAL DEMANDS:

This position requires physical stamina, including:

- Standing and walking for extended periods (e.g., up to 6–8 hours per shift)
- Lifting objects up to 50 lbs
- Climbing stairs, bending, and general movement throughout the shift

SCHEDULE:

This position requires availability on **Friday, Saturday, and Sunday** for up to **28 hours per week**, depending on scheduling needs. Occasional late nights, special events, and coverage for absences may be required. **Flexibility is**



essential.

COMPENSATION:

- **\$17/hour**, paid biweekly
- Additional benefits include:
 - Paid time off (accrued based on hours worked)
 - Professional development and training opportunities
 - BCM membership
 - Free admission to most NYC cultural institutions

APPLICATION:

Please send a cover letter and resume as **one PDF** to careers@brooklynkids.org with “[Your Last Name] – PT Security Guard” in the subject line. Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted. **No phone calls, please.**

ABOUT BROOKLYN CHILDREN'S MUSEUM:

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a leader in informal learning. Inspired by the diversity and energy of Brooklyn, our mission is to create experiences that **ignite curiosity, celebrate identity, and cultivate joyful learning**. Located in Crown Heights, BCM serves **300,000 visitors annually** through exhibits, educational programs, and community engagement.

EQUAL OPPORTUNITY EMPLOYMENT:

Brooklyn Children's Museum is an Equal Opportunity Employer and does not discriminate based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, or any other protected status.