NYC MISSION SOCIETY:

JOB DESCRIPTION

SECURITY GUARD/MAINTENANCE-P/T

Founded in 1812, NYC Mission Society is in its third century of providing programs and services to youth in underserved communities. Today, our educational, restorative justice, cultural enrichment, and workforce development programs make a positive, long-term impact on youth in the City's most underserved communities by promoting academic achievement and providing career opportunities. Each year, we serve more than 13,000 children and families throughout New York City with our programs, supportive services, and community events. Our distinguished legacy of devoted public service has made a lasting, positive impact on New York City by launching such venerable nonprofit institutions as The Fresh Air Fund, the Children's Aid Society, the Community Service Society, the Visiting Nurse Service, the New York Public Library, and the YMCA.

Title: Security Guard/Maintenance

Basic Function: The Security Guard promotes attitudes of student responsibility and assists the staff with the safety of students, visitors, co-locators and the security of the facilities.

Location: NYCMS Cornerstone at Drew Hamilton Community Center220 West 143rd Street, New York, NY 10030

Available Shifts:

Summer (7/6-8/30): Monday to Friday 8am-3pm;
Saturday & Sunday 3pm-11pm

September-June: Monday to Friday 2pm-6pm & 6pm-10pm.
Saturday 10am-5pm

Program Description: The Cornerstone program seeks to create vibrant, multi-generational community centers that are responsive to and reflect the needs of the neighborhood. Some of the goals and objectives are to ensure a safe welcoming and supportive environment; promote healthy physical, emotional and social development; and foster life skills that encourage leadership and social responsibility.

Security Guard Responsibilities:

- Monitor the traffic into and out of the Center
- Direct visitors/customers and answer questions, as needed
- Ensure all visitors sign-in with proper identification. Announce and assist visitors with directions and distribute visitors pass
- Tour and secure the building on a regular basis and as needed
- Maintain security log book with journal entry every 30 minutes
- Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations
- Remove disruptive students from classes when needed
- Assist the staff, police, and emergency personnel in handling emergencies or disruptive situations

- Encourage and ensure that staff and students wear identification badges and/or t-shirts
- Promote student responsibility for behavior and attitude by serving as a role model
- Display ethical and professional behavior in working with students, parents, program personnel, and outside agencies associated with the school
- Maintain ongoing open communication with Program Director/Assistant Director, regarding student behavior, classroom incidents/concerns, program ideas and suggestions
- Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Program Director and/or Assistant Director
- Notify the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations
- Notify immediately Program Director and/or Assistant Director of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
  Monitor building security and safety by performing such tasks as locking doors after operating hours

Maintenance Responsibilities:

- Clean building hall floors by sweeping, mopping, scrubbing, or vacuuming them.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs to prepare facilities for events such as culminating events and meetings.
- Assume other duties deemed necessary by Program Director and Assistant Director

Qualifications:

- Two (2) years' experience in the field of expertise preferred
- Previous work experience in a community center setting strongly desired
- Candidates with connections to central Harlem community will be given preference

General Requirements: All staff are expected to be committed to the mission, vision, and values of Mission Society.
Salary & Benefits: $10 per hour
Apply: Interested and qualified individuals should forward their resumes with cover letter to hr@nycmissionsociety.org. **Include in subject line Re: Security/Maintenance Position, NYCMS Drew Hamilton Cornerstone Program.**

Visit our website at www.nycmissionsociety.org.

Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.

New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.