

## Security Guard – Part-time 15-29 hours per week – Buffalo Museum of Science

The Buffalo Museum of Science is looking for two, part-time Security Guards. Security Guards will be paid **\$17/hour**, and will have the opportunity to pick up additional shifts.

### **Position Summary:**

This position is integral to the daily operation for the Buffalo Museum of Science. Security facilitates the protection of museum property, staff and its guests by safeguarding from theft, damage and unauthorized access. Security ensures through daily measures that all guests and staff have an enjoyable and safe experience. This is accomplished by practicing access control, patrolling, monitoring cameras and responding to emergencies. Each security team member is thoroughly trained on procedures and responsibilities for the position.

### **Essential Functions and Responsibilities:**

- Ensures the safety and security of all those entering the Museum by patrolling the property and access points outdoors and by monitoring surveillance and alarm equipment.
- Operates alarm systems, CCTV surveillance technology, and check point reporting systems.
- Investigates security breaches, incidents, and other unusual behavior.
- Investigate incidents resulting in injury, loss or damage of property or museum facilities, completing, and submitting all necessary reports to management.
- Reviews and responds to written and oral reports about all incidents, as well as staff recommendations.
- Reports irregularities and incidents to manager and records details in writing.
- Interviews witnesses and obtains signatures as needed.
- Helps ensure compliance with regulations and standards set by federal, state, and local government agencies.
- Establish and maintain high standards of security and safety at the BSNS, ensuring that the function supports best in class workplace and guest experience.
- Communicates with visitors and staff in an effective and polite manner.
- Understands, supports, and abides by the standard of conduct set forth in the BSNS policies, protocols, and handbook.
- Completes required paperwork and incident reports and submits them to management.
- Able to work events and shifts outside of their usual hours based on museum needs
- Other responsibilities as needed.

### **Education, Experience & Skills Required:**

- Completed GED or High school diploma is required.
- Two years of experience in security related field, museum experience is preferred.
- Valid NYS driver's license in good standing.
- Valid NYS Guard card in good standing.
- Experience using CCTV and related surveillance technology equipment.
- CPR and First Aid certified, preferred.
- MS Word, Excel, Outlook experience.
- Excellent customer service skills: ability to communicate professionally with staff, guests, contractors
- Regular attendance is an essential function of the job.

### **Physical Demands:**

- Ability to respond quickly to security and safety concerns.
- Ability to walk, bend, stoop, climb, push/pull doors, sit for long periods of time.

- Read printed material and computer screens regularly throughout the day.

**Culture and Values**

The Society's culture is one of collaboration, collegiality, and teamwork. Security team members must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. Security team members must always treat others with respect and be solution oriented when approaching problems.

**Equal Opportunity Employer**

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

Please submit resume to [Gcastromery@sciencebuff.org](mailto:Gcastromery@sciencebuff.org)