



IRONBOUND COMMUNITY CORPORATION
Job Description Form

Program Name: Early Learning Center-ELC
Job Location: One New York Ave
Job Title: Security Guard
Reports to: Grace Blanco

Hours: 8:00-9:30am 2:30-4:00pm	FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments:
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JOB DUTIES

The Ironbound Community Corporation (ICC) is a 51-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1000 children and families every day with a wide range of programs and services.

ROLES AND RESPONSIBILITIES

- Patrols and monitors assigned areas of the facility to ensure the safety and well-being of students, staff and visitors of the agency
- Watches for irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel as required
- Monitors facility entrance points to deter any person(s) attempting to gain unauthorized access
- Greets families and assist visitors with directions and secure proper identification, providing escorts as necessary
- Maintains a positive attitude at all times while interacting with families, students, staff and visitors.
- Ensures smooth traffic flow of students during pick-up/drop-off periods
- Assists traffic control by directing drivers according to protocol
- Assist the professional staff, police, and emergency personnel in handling disruptive situations
- Assists with fire drills and other emergency situations
- Assist with Table-to-Table
- Demonstrate ethical and professional behavior in working with families, students, personnel and visitors through professional dressing and grooming
- Perform any duties and responsibilities that as assigned by their supervisor.

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JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- High School Diploma or equivalent
- Prior experience as a Security Officer or in a security related field preferred

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Lifting, Surveillance Skills, Deals with Uncertainty, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Cordiality.

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org). Please include the title of the position in the subject line of your email.