



## **NEW EMPLOYMENT OPPORTUNITIES**

Please apply directly to [kendra@vanderbiltmuseum.org](mailto:kendra@vanderbiltmuseum.org)

**Job Title:** Security Guard/Part-time

**Summary:** The Vanderbilt Museum and Planetarium is seeking a reliable part-time Security Guard to join our team and provide a secure environment for our staff and visitors. The primary function of the Security Guard will be to monitor the buildings and property, investigate incidents, prepare written reports, as necessary, respond to emergencies and render any assistance needed.

**Location:** Vanderbilt Museum & Planetarium, 180 Little Neck Rd., Centerport, NY 11721

**Hours:** Year-round part-time position, Thursday – Sunday, 3 PM – 11 PM

### **Duties and Responsibilities include the following:**

- Direct parking of visitors' vehicles according to established parking regulations.
- Screen guests and vendors arriving to the premises.
- Escort visitors, vendors and contractors, as necessary.
- Transport visitors via golf cart.
- Disseminate packages and mail among various departments.
- Patrol grounds and buildings looking for signs of suspicious activity.
- Secure gates, lights and doors in buildings.
- Ensure all buildings are locked after last employees exit for the evening.
- Report disturbances or suspicious circumstances to Security Supervisor.
- Monitor alarm systems and video cameras.
- Respond to and assess security alarms or emergency alarms, emergency situations and medical aid.
- Prepare daily reports or log data concerning daily activities.
- Write incident reports, as necessary.
- Keep work area in security guard booth neat and tidy.
- Must be available to work weekends.
- Perform other related duties as assigned.

### **Skills:**

Ability to interact in a calm and professional manner  
Excellent customer service skills  
Excellent verbal communication and interpersonal skills

Working knowledge of the basic rules of good conduct as expected on public grounds and in public buildings  
Ability to stand and walk for long periods of time while patrolling the premises

### **Experience:**

Security experience preferred  
NY State Security License a plus  
Possession of a valid NYS Drivers License at time of appointment  
Trained in CPR/AED/First Aid A+