**POSITION: Family Resource Center After Hours Specialist**

**REPORTS TO: Family Resource Center Coordinator**

**CLASSIFICATION: Non-Exempt**

**PRIMARY PURPOSE:**

Maintains a safe and secure environment for staff, program participants and/or visitors of the Down East Partnership For Children. The Family Resource Center After Hours Specialist is responsible for assisting program staff with meeting room preparation and cleanup, as needed.

**ABILITIES NEEDED:**

* Must be able to work nights and weekends
* Trustworthiness
* Strong people and communication skills
* To work independently and as part of a team
* Detail oriented

**WORK EXPERIENCE REQUIREMENTS:**

* Minimum of three (3) years security guard experience
* CPR Certified

# **ESSENTIAL RESPONSIBILITIES:**

* Opening and closing the building for week night and weekend events, which may include meeting room preparation and cleanup.
* Responsible for monitoring the front entrance of the Partnership.
* Greeting visitors, finding out the nature of the visit and directing them to the appropriate destination.
* Patrol the grounds of Down East Partnership For Children, as needed.
* Respond to emergency situations and other routine security tasks.
* Maintain calm demeanor and juggle multiple requests and tasks.
* Other duties may be assigned, as deemed appropriated.

**EDUCATION:**

* High School graduate/equivalent required
* Law enforcement or security guard training

**PHYSICAL REQUIREMENTS:**

* + While performing this job the employee is:
    - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
    - Frequently required to stand, walk, stoop, kneel
    - Periodically required to lift up to 50 pounds
  + The position also requires the ability to periodically work under time pressure