

Safety & Security Associate



INCUMBENT: Vacant
REPORTS TO: Safety & Security Manager
LOCATION: Bowling Green, KY
STATUS: Full-Time, Hourly
DATE: Open until filled

DESCRIPTION

The Safety & Security Associate regularly patrols the National Corvette Museum (NCM), responding to situations and calls as needed, in order to maintain a safe, secure, and enjoyable environment for Museum visitors and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide comprehensive safety and security services including patrolling the Museum and Museum premises to ensure the safety and security of public and restricted areas.
- Respond to and/or monitor any reported accidents, disturbances, incidents, or emergencies.
- Assist the safety & security supervisor with periodic assessments of fire and security alarm systems to ensure operational integrity and accurate recordkeeping.
- Respond to all alarm activations and investigate all alarms to identify possible causes in a timely manner.
- Acquire and maintain knowledge/skills related to CPR/First Aid.
- Monitor surveillance camera footage and respond to and document any irregularities. Ensure surveillance cameras are always properly functioning and recording.
- Transport cash, check payments, and other deposits to the bank and complete change requests daily from Museum safe to café, admissions, and store as needed.
- Prevent losses and damage by reporting irregularities, looking for ways mitigate hazards, and informing violators of the Museum's policies and procedures.
- Contribute to team efforts by suggesting and implementing business plan strategies that meet or exceed departmental goals.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Prior law enforcement, military, or security with post-academy certified firearms training required.

QUALIFICATIONS

- Legally authorized to possess a firearm in accordance with local, state, and federal laws with extensive documented training.
- First Aid, CPR/AED trained and certified.
- Knowledge of general security best practices and emergency procedures.
- Ability to perform basic math skills.
- Excellent verbal and written communication skills.

- Must possess excellent surveillance and observation skills.
- Available to be reached at all hours in the case of an emergency.
- Exceptional interpersonal skills and unquestioned personal and professional integrity.
- Ability to exercise good judgement and remain calm in intense situations.
- High level of commitment to team and company values.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Must have sufficient mobility to regularly stand and walk throughout the Museum and community.
- Ability to regularly bend, sit, squat, stand, walk, climb, push, pull, and lift and carry up to 50 lbs.
- Ability to administer first aid and CPR as needed.