



Security Officer - Reserve Status

The Arizona-Sonora Desert Museum is currently accepting applications and resumes for the position of Security Officer - Reserve Status. Reserve Status positions may work, on average, eighteen (18) hours or less per week and are not eligible for benefits.

Operational needs may vary, so applicants should be available to work nights, weekends, and holidays as needed. Applicants must be personable, responsible, and dependable. Must be at least 21 years of age. A minimum of one year of law enforcement or security experience is highly desirable. A high school diploma and a minimum of two years' related experience and/or training; or an equivalent combination of education and experience is required.

In order to apply for this position you must hold each of the following required credentials:

- Valid Arizona Driver's License
- Current First Aid, AED & CPR Certifications
- Current Arizona Concealed Weapons Permit (CCW), or a Current State of Arizona Armed Guard Card

Please understand that if offered a position, you will as a final condition of employment be required to successfully complete a criminal background check and pre-employment drug screen.

Summary

Provides outstanding Guest Service, protects, safeguards, and secures ASDM property, staff and visitors during assigned shift by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Treat all ASDM guests, staff, docents and volunteers with respect, honor and dignity regardless of their individual diversity. When interacting with the public or another member of the museum, the ASDM Security Officer should always strive to provide the best ASDM experience possible.
- Secures the Museum's grounds and facilities by conducting patrols and testing alarms; maintaining surveillance, maintaining records of incidents on and adjacent to Museum property, and responding to emergencies.
- Carries a lethal weapon and is responsible for determining appropriate actions beyond guidelines in potentially dangerous (animal and criminal) situations.
- Follows standardized procedures when investigating and reporting all incidents that are unusual or suspicious circumstances.
- Responds to all first aid incidents.
- Conducts standardized security checks of the grounds; notes on computerized-log any unusual circumstances.
- Monitors various Museum operating systems.

- Responds to alarms and dispatched calls for service; decides what actions to take based on situation, facts known and position limitations.
- Observes parking lot activity and directs traffic.
- Assists visitors in the parking lot.
- Provides assistance with keys locked in cars; flat tires; jump-starts; and other vehicle problems as needed.
- Assists visitors on grounds needing directions or transportation or any other requests for service.
- Follows ASDM Key Procedures; locks/unlocks buildings/doors based on situation.
- Assists in monthly inventory, inspections and service of fire suppression and first aid equipment.
- Maintains visitor and staff confidence and protects operations by keeping information confidential.
- Cooperates with all Local Law Enforcement Agencies as well as all Government agencies

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma and a minimum of two years' related experience and/or training; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have the ability to learn, or the knowledge of, the use of internet web browsers and Microsoft based software to participate in online training courses, web-based time keeping application, MS Outlook email exchange, and word processing software for preparation of notes/memos.

Certificates, Licenses, Registrations

Current Arizona (CCW) Concealed Weapon Permit or Current Arizona Armed Guard Card, valid Arizona Driver's License, First Aid, CPR and AED certifications required.

Physical Demands

While performing the duties of this position, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this position, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives and risk of radiation. The noise level in the work environment is usually moderate.

Wage: \$12.00 per hour

How to Apply

This position was opened on July 16, 2020 and is considered open until a sufficient number of applications are received. Interested applicants should apply for this position as quickly as possible to ensure a timely application. Applications are accepted only for open positions and must be completed online. To apply go to: https://www.appone.com/MainInfoReq.asp?R_ID=3088889

More information about additional employment opportunities, volunteer positions, and the application process is available here: <http://www.desertmuseum.org/about/workopt.php>

About the Desert Museum

Founded in 1952, the Museum is a non-profit institution dedicated to conservation and research of the Sonoran Desert region while continuing its on-going mission to inspire people to live in harmony with the natural world by fostering love, appreciation, and understanding of the Sonoran Desert. It is a fusion experience zoo, botanical garden, art gallery, natural history museum, aquarium, and research institute.

The above description reflects a general overview of the responsibilities and position requirements for this job classification. It is not intended to be a complete description of all duties and requirements that may be inherent in the position. The Arizona-Sonora Desert Museum is an equal opportunity institution. The Museum does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or veteran status in its policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. The Museum is a drug and alcohol free workplace and participates in E-Verify.