



## SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

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*The oldest self-governing  
Tribe of Indians in the United States*

**Job Title:** Wuneechanunk Shinnecock Preschool Security Guard 2

**Reports To:** Preschool Director and Education Department Director

**FLSA Status:** Exempt, Full-Time

**Department:** Wuneechanunk Shinnecock Preschool

**Salary Range:** \$39,520 - \$41,000

**Application Deadline:** September 5, 2025

**Summary:** Patrol the Wuneechanunk Shinnecock Preschool and surrounding grounds, including building's new construction site to guard against fire, theft, vandalism, and illegal entry to the preschool by unauthorized persons as described.

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

Patrols by foot the building and grounds of the Wuneechanunk Shinnecock Preschool.  
Examine doors, windows, and gates to determine that they are secure.  
Inspect equipment, machinery and doors to ascertain if tampering has occurred.  
Watches for and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.  
Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.  
Permits authorized persons to enter property.  
Records information such as property damage or unusual occurrences for use by supervisory staff.  
Assist with classroom and training room set up and dismantling.  
Transporting equipment oversight.  
Support and monitor subcontractors, where appropriate.  
Responsible for scheduling annual building maintenance tasks, to include updating logs, reporting concerns, basic troubleshooting and/or reporting concerns to Director.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

Identifies and resolves problems in a timely manner.  
Responds promptly to patron needs; Responds to requests for service and assistance.  
Maintains confidentiality; Demonstrates professional demeanor at all times.  
Responds well to questions.

Writes clearly and informatively; Able to read and interpret written information.  
Shows respect and sensitivity to Native American culture.  
Works ethically and with integrity.  
Follows policies and procedures.

Demonstrate flexibility; Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.  
Is consistent and punctual with attendance.  
Follows instructions, responds to management direction.  
Exhibits sound and accurate judgment.  
Reacts well under pressure; Treats all persons, administration, staff, parents or others with respect and consideration regardless of their status or position.  
Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Assists with the management and recordings of emergency procedures as directed and in line with emergency protocols.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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/Experience:**

High school diploma or general education degree, state approved security license or equivalent credential, and a minimum of one year experience in a security related field.

### **Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Math Ability:**

Ability perform basic calculations related to the position and as requested.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software. Functional knowledge of social media sites would be a plus.

### **Certificates and Licenses:**

Must possess a current New York State Security License and a valid driver's license.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to stand and walk. The employee is occasionally required to sit.