



**BRANDYWINE
CONSERVANCY &
MUSEUM OF ART**

POSITION TITLE: **SECURITY OFFICER – Part Time**

REPORTS TO: Assistant Chief of Security

BASIC FUNCTION: On a regular and daily basis, Security officers are responsible for performing routine security procedures and other duties at the Brandywine Conservancy and Museum of Art. They also provide emergency services when required and consider public safety matters.

POSITION RELATIONSHIPS: In addition to maintaining a good rapport with all Conservancy and Museum personnel, officers must meet and aid the general public visiting the Conservancy & Museum and do so in a manner consistent with good public relations.

RESPONSIBILITIES:

1. Protects the Conservancy & Museum against loss or damage to all assets.
2. Provides a safe environment for staff and visitors on Conservancy & Museum of Art properties.
3. Follows all security procedures as assigned.
4. Provides emergency services as required by circumstances, by the Assistant Chief of Security or by procedures.
5. Responsible for wearing the uniform as specified by the Brandywine Conservancy & Museum of Art.

QUALIFICATIONS:

1. Ability to interact in a professional manner with public and other employees regarding issues of safety, security, maintenance, deliveries, etc.
2. Ability to perform first aid and CPR. Training will be provided to Security Officers.
3. Ability to work all assigned shifts, including holidays, weekends, special evening events and emergency situations as needed.

4. Ability to stand for at least three hours at a time.
5. Ability to climb four flights of stairs and use step ladders as necessary to replace lighting fixtures.
6. Ability to use a fire extinguisher.
7. Ability to work alone.
8. Available and reliable transportation to and from the work place.
9. Ability to undergo a background investigation with no adverse record.
10. Ability to operate security equipment including the computer system.
11. Availability for shifts as assigned.
12. Ability to lift at least 30 pounds.
13. Must have a valid driver's license.