



Job Title	Security Officer (Part-Time)
Reports to	Director, Mi Escuelita Preschool (Early Childhood Center)

Purpose

The Security Officer is responsible for ensuring the safety, security, and welfare of all students, staff, visitors and agency facilities. Position schedule will coincide with the peak hours of the agency's preschool, as the Security Officer will monitor facility access points to ensure entry only to individuals with appropriate identification or authorization. The Security Officer assists the administrative staff with enforcing policies and procedures to promote safe and orderly preschool operations.

This is an Hourly Part Time position averaging 25 hours per week.

Duties and responsibilities

- Patrols and monitors assigned areas of the facility to ensure the safety and well-being of students, staff and visitors of the agency
- Watches for irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel as required
- Monitor facility entrance points to deter any person(s) attempting to gain unauthorized access
- Greet and assist visitors with directions and secure proper identification, providing escorts as necessary
- Maintain a positive attitude at all times while interacting with students, staff and visitors.
- Ensures smooth traffic flow of students during pick-up/drop-off periods
- Assist the professional staff, police, and emergency personnel in handling disruptive situations
- Assists with fire drills and other emergency situations
- Demonstrate ethical and professional behavior in working with students, personnel and visitors through professional dressing and grooming
- Perform any duties and responsibilities that are within the scope of employment as assigned by their supervisor, and not otherwise prohibited by law or regulation

Qualifications

- High School Diploma or equivalent
- Prior experience as a Security Officer or in a security related field preferred



- Ability to communicate effectively with others both orally and in writing
- Ability to walk/sit/stand for extended periods of time
- Ability to retain knowledge, information, and directions on an ongoing basis and communicate effectively with others
- Excellent interpersonal skills to relate well with students, staff and visitors with an approachable / friendly attitude
- Exceptional integrity with good moral character and initiative
- Ability to pay close attention to detail
- A valid NJ driver's license
- Bilingual (English/Spanish) strongly encouraged

Contact

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About The Puerto Rican Association For Human Development, Inc.

The Puerto Rican Association for Human Development, Inc. (PRAHD) was founded in Perth Amboy, New Jersey by a group of concerned community leaders who sought to provide supportive services to disadvantaged Perth Amboy residents. Operating as a 501(c)(3) non-profit organization for 43 years, PRAHD has established itself as a thriving comprehensive human services agency serving 17,000 New Jersians annually throughout Middlesex, Union and Hudson Counties. The organization acts as an advocate for disempowered communities, constantly championing for the rights, dignity and empowerment of marginalized peoples and cities. Today, PRAHD operates 10 programs across a wide spectrum of unmet human service needs. While PRAHD's offerings are extensive, all programs are mindfully tailored with the common goal of empowering clients with the tools they need to climb out of poverty and obtain self-sustainability.