

Job Title: Evening Security and Safety Coordinator
Department: Recreation Department
FLSA: Non- Exempt
Reports To: Athletic Superintendent and Recreation Director

Job Summary:

The Security & Safety Coordinator is to coordinate and supervise the overall security and safety of the facilities and programs of the Thomaston Upson Recreation Department Monday-Friday evenings from 5:00 p.m. to 10:00 p.m. The facilities include primarily the Civic Center, baseball, tee-ball softball, football and soccer fields. This is a part time position.

Major Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned

- Supervise the Civic Center building and parking areas.
- Maintain guidelines, rules, policies and procedures of Civic Center regarding noise, disputes, language, and general use of the facility.
- Administer disciplinary action as needed for those not adhering to guidelines, rules and policies for building and Recreation Department.
- Perform general office duties and assist as needed.
- Serve as a resource for public information concerning recreation activities and programs.
- Provide a secure and safe environment for youth and adults at recreation venues
- Perform general maintenance duties and occasional setup of rooms for events as needed.
- Lock and unlock facilities as needed.

Desired Knowledge, Skills and Ability:

- Knowledge of guidelines, rules, policies and procedures of the Recreation Department.
- Ability to lift up to 40 pounds.
- Ability to analyze and evaluate potential conflicts and/or unsafe situations.
- Skill in interpersonal relations and customer service in dealing with coworkers and general public.
- Ability to review and make recommendations for security and safety.

Minimum Qualifications:

- High School Diploma or GED Equivalent
- Minimum age 21

- Must submit to a criminal background check.
- Experience in security and supervision of facilities and/or programs preferred. Law enforcement experience a plus.

Physical Requirements

- Requires standing and walking on uneven ground for extended periods of time .
- Requires some heavy lifting (up to 40 pounds).
- Will occasionally be exposed to extreme weather conditions.