



Job Title: Security Officer
Department: Security
Reports To: Security Supervisor
FLSA Status: Non-Exempt
Part-time Position

WHITE OAK CONSERVATION HOLDINGS LLC

Position Purpose

Responsible for the safety and security of White Oak's owners, guests, staff, collection, and property.

Responsibilities and Tasks

The essential duties and responsibilities of this position include the following. Other duties may be assigned, and some duties may be shared with other personnel, or may not be assigned at all.

- Enforce all company policies and procedures and report all violations to immediate supervisor.
- Acts as a Dispatcher during emergency situations, and coordinates solutions to same; informs outside agencies of any unusual or suspicious situations on property.
- Generates necessary written reports regarding security-related incidents involving guests, associate and/or the facility.
- Maintains a working knowledge of White Oak's facilities, as well as special events on property, in order to advise guests and staff of same, whenever possible.
- When assigned to gate duty, maintains communications at all times with the rover and monitors the base station radio
- Provide access Control, monitor alarm systems, and provide coordination for emergency response/casualty control.
- Monitor CCTV of back gate and operate gate remotely as required.
- Data entry for departmental logs and incident reports, monitor email, guest relations calendar, arrival/departure schedules and Internet to maintain updated information as needed.
- Monitor weather and traffic conditions and announce any severe warnings to all personnel.
- Act as a security rover, airport driver, shuttle driver if needed.
- Ensure safe and engaging experience for WO owners and guests
- Perform other duties that are not specifically identified above, but are required to provide a safe, clean, healthy and enjoyable environment WO owners and guests

Minimum Qualification Requirements

- Must be dependable, trustworthy, reliable, and have a good moral character.
- Able to communicate effectively, both written and verbal.
- Ability to follow directions both written and verbal.
- Must remain alert at all times while on duty.
- Capable of making sound judgments.
- Ability to remain calm in an emergency/crisis situation.
- Ability to maintain control over your own emotions.
- Confident in own abilities to perform the duties required.
- Advanced computer software skills required, including Microsoft Excel
- Guest service orientation and drive.
- Highly responsible and reliable with a professional presentation
- High School Diploma or G.E.D.
- Reliable means of communication for emergencies (telephone)

Preferred Qualifications

- Three years' experience in Security, Law Enforcement or Military
- Current First Responder and/or CPR & AED Certifications
- Capable of deductive reasoning
- Report Writing Experience
- Advanced computer software skills, including Microsoft Excel

Special Working Conditions

Must be able to work nights, weekends and holidays. Must be able to lift 50 pounds regularly. Must have valid driver's license. Shifts are twelve hours in length.

To Apply

To apply, please submit a resume and cover letter to careers@white-oak.org, with the job title in the subject line.