



**Job Title:** Security Officer  
**Department:** Security  
**Reports To:** Head of Security  
**FLSA Status:** Non-Exempt; Full time  
**Last Revised:** April 2021

White Oak conserves and sustains some of the earth's rarest species through sustainable conservation breeding, education, and responsible land stewardship. The conservation programs span 700 acres along the St. Marys River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. White Oak serves as a premier hub offering adults and students the opportunity to experience wildlife conservation first-hand through professional training programs and immersive conservation experiences.

#### **White Oak Mission:**

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship.

#### **Position Purpose**

Responsible for the safety and security of White Oak's, 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, to advise guests and staff of same, whenever possible.
- When assigned to gate duty, always maintains communications 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 utilize internet to maintain updated information, as needed.
- Monitor weather and traffic conditions and communicate severe warnings to all personnel.
- Act as a security rover, airport driver, and shuttle driver, as needed.
- Ensure safe and engaging experience for WO guests.
- Perform other duties that are not specifically identified above, but are required to provide a safe, clean, healthy, and enjoyable environment WO guests.

#### **Minimum Qualification Requirements**

- Must be dependable, trustworthy, reliable, and have a good moral character.
- Ability to communicate effectively and follow directions, both written and verbal.
- Must always remain alert while on duty.
- Capable of making sound judgments.
- Ability to remain calm in an emergency/crisis.
- Ability to maintain control over your own emotions.
- Confident in own abilities to perform the duties required.
- Guest service orientation and drive.

- Highly responsible 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 to 50 pounds regularly. Must have valid driver's license. Shifts are twelve hours in length.

**To Apply:**

Please submit as an email attachment in **ONE** document: cover letter, resume/CV and three professional reference's contact information to [careers@white-oak.org](mailto:careers@white-oak.org) or apply through Indeed.com with the subject line 'Security' and the file name: YOURLASTNAME\_Security\_2021. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.