



VACANCY

POSTED 7/15/2022

Salary Range: \$13.70 - \$20.50/hr

Security Guard Shift Supervisor

United World College-USA is seeking a Security Guard Shift Supervisor. This position functions as a working supervisor to lead employees in guarding the property against damage, fire, theft, trespassing, and illegal entry. Consistently patrol premises by foot; examine doors, windows, and gates to ensure that they are properly secured. Verify identity of employees and other persons entering the grounds. Develop incident reports of damage, theft, or unusual occurrences. Investigate disturbances and in the event of an emergency maintain order and safety of occupants.

RESPONSIBILITIES:

- Scheduling "Supervisor" shift coverage in times of absence
- Supervision of Day, Swing and Graveyard Shifts
- Have scheduled days each month working on each of the three shifts to oversee all employees
- Investigations (i.e. criminal, accident), follow-up, and completion
- Assisting employees with problem-solving
- Inventory control (tagging, paperwork)
- Training of new security guards
- Attending training sessions/workshops as needed
- Reports to Security Guard Director
- Evaluating employees
- Reprimanding and/or warning employees
- Assist Accounting in driving to town and making bank deposits.
- Identify, assist, and attend to tourists and guests
- Transport students to hospital in emergency situations or to bus stations as requested.
- Pickup and sign-in packages/Provide delivery/courier services
- Reviewing Daily Reports
- Attending school meetings as directed
- Mail coordination and distribution (Office Mail, UPS, Special Delivery)
- Fire drills (student, faculty, staff evacuation)
- Monitoring equipment use/condition
- Patrolling Campus/Hot Springs and other schools areas and properties.
- Complete tasks as assigned by the Security Guard Director
- Leadership: All UWC-USA employees are expected to provide varying levels of leadership in order to support the UWC mission. Examples include but are not limited to:
 - Actively participating and contributing to committee or task force assignments, providing leadership in campus-wide events or initiatives, strategic planning efforts, in the experiential education program, the dormitories, dining hall, and/or in physical plant initiatives.

- Initiating strategic discussions and sharing thoughtful and innovative ideas with your co-workers for carrying out the UWC mission and successfully completing day to day work assignments.
- Demonstrating a growth mindset by believing and acknowledging that intelligence, skills, learning and creativity can all grow with time and experience.
- In all interactions, upholding the UWC mission and values, and creating an environment that promotes and values diversity, equity and inclusion.

WORKING CONDITIONS

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, loud noises and/or unpleasant or irrational people
- Moderate physical activity. Requires handling of average-weight objects up to 50 pounds or standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

QUALIFICATIONS

Minimum Job Requirements

- High School graduation or GED, plus three to four (3-4) years of providing security services. Supervisory experience may be required under the discretion of the Director. No criminal record.

Knowledge, Skills, and Abilities Required

- Ability to organize and prioritize responsibilities.
- Ability to work as part of a team.
- Flexible and eager to work
- Ability to complete daily logs and inspections reports
- Ability to understand and follow safety procedures.
- Ability to detect problems and report information to appropriate personnel.
- Ability to drive motor vehicles.
- Ability to understand and follow specific instructions and procedures.
- Ability to communicate effectively, both orally and in writing.
- Skill in providing protection services to individuals on campus.
- Ability to gather data, compile information, and prepare reports.
- Ability to resolve customer complaints and concerns.

This is a full-time, non-exempt, 12-month position. Compensation is commensurate with experience; and UWC-USA offers a competitive benefits package.

UWC-USA is an international boarding school. It enrolls up to 240 students in grades 11 and 12. All students follow the IB Diploma Program. Roughly twenty percent of the students come from the U.S.; the remainder represent more than 90 different countries. Students are admitted on the basis of merit, potential, and promise.

To apply, complete [an application form](#). Applications will be accepted until the position is filled. The successful candidate is required to either be vaccinated, as vaccines are available, or provide a medical or religious waiver, prior to starting this position at UWC-USA.

UWC-USA does not discriminate in its educational programs, activities, or admission and employment practices based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected class.