

BINDER PARK ZOO

SECURITY COORDINATOR

Mission Statement: Connect. Inspire. Conserve. Connect people with nature. Inspire them to conserve.

REPORTS TO: Operations Manager and Assistant Operations Manager
SEASONAL OR NON-SEASONAL: Part-Time, Seasonal and Non-benefited
FLSA STATUS: Hourly, Non-Exempt

POSITION SUMMARY:

Provides exceptional customer service to guests and assists in security, emergency procedures, and staff emergency preparedness.

POSITION REQUIREMENTS:

- Prior emergency responder and safety experience preferred.
• Excellent communication and leadership skills.
• Must be able to relate positively with diverse groups of people (guests, staff, volunteers and vendors).
• Must be able to adapt to changing assignments, environment and maintain a positive attitude.
• Ability to work independently and to plan, organize and handle multiple tasks as necessary.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Maintain an in-depth knowledge of the zoo's current and future entry points.
• Acting as liaison with emergency personnel including law enforcement, fire, EMT, etc. when necessary.
• Assist with employee onboarding in regards to necessary safety trainings.
• Assisting with safety drills as needed.
• Assist documenting all safety drills and recommending corrective action and/or additional trainings, if necessary.
• Monitoring all BPZ facilities for general safety hazards and recommending corrective action.
• Be familiar with Association of Zoos & Aquariums (AZA) safety standards.
• Assist in performing fire extinguisher training.
• Assist other staff in performing maintenance, grounds, and guest services duties.
• Assist with event set-up and take-down, including security during events.
• Have a thorough knowledge of BPZ policies related to security, emergencies, loss prevention, etc.
• Basic knowledge of computer functions preferred for programs such as Microsoft Word, Excel, and Outlook.
• Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Communicating regularly using a hand held radio.
• Complying with all Binder Park Zoo policies and procedures.
• Participating and assisting in team-oriented zoo projects as needed.
• Guest Services management reserves the right to train and direct the workload as needed.

SUPERVISORY RESPONSIBILITIES: N/A

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to work a flexible schedule including rotating evenings, weekends and holidays.
• Ability to walk for long distances frequently throughout the day.
• Ability to sit, stand, bend, lift and move intermittently.
• Ability to read, speak and write English in order to fulfill job functions in an understandable way.
• Ability to work in all weather conditions.
• Ability to lift 50 lbs.

APPROVAL:

Supervisor Signature

Date

STATEMENT OF UNDERSTANDING AND ACCEPTANCE:

I have received a copy of the job description for Security Coordinator. I have read the requirements as outlined and understand this is not an exhaustive list of duties, but an overview of the general duties and responsibilities of the position.

Employee Signature

Print Name

Date

Binder Park Zoo offers employment opportunities, education programs, and services without regard to race, color, religion, national origin, disability, age, height, weight, marital status, gender, sexual orientation, or gender identity.