



IMPACT Community Action

Job Description

Title: Special Projects Coordinator (Security Assistant)

Job Summary: Responsible for providing customer service and security support to the Agency. Serves visitors and program participants by greeting, welcoming and directing them appropriately; notifies Agency personnel of visitors' arrival. Monitors premises by patrolling the property. Identifies, anticipates and resolve potential security issues as warranted. Ensures individuals follow security guidelines as indicated by the Agency. Performs basic clerical and other functions in support of Agency operations.

Reports to: Security Manager

Job Duties: *Job Duties listed represent the major responsibilities for the job. Each specific position within a job title may require more specific duties, processes, skills, or assignments. Other duties are assigned on an as needed basis and may require additional skills and competencies.*

- Receives the public and welcome visitors and program participants by greeting, welcoming and directing them to the appropriate location. Notifies Agency personnel of visitor's arrival.
- Identifies security problems on the premises by patrolling lobbies, hallways, buildings, entrance areas, etc.
- Ensure safety devices, alarms, fire extinguishers, camera surveillance and alarm console are in operating order at all times.
- Observe and intervenes in some situations and contact local law enforcement agency in suspicious situations. Provides first aid assistance when needed.
- Prevents property damage by sounding fire and protective alarms, take damage control measures as warranted (e.g. extinguishing fires, conducting fire drills, etc.).
- Ensure all evacuation processes are documented and located in various locations throughout the building.
- Documents activities in a daily log.
- Assists in developing and maintaining a protocol for emergency procedures including but not limited to tornado, first bomb scare terrorist, etc.
- Performs clerical and other duties as assigned to support Agency operations.

Working Conditions and Physical Requirements:

- May lift, carry or otherwise, move and position objects weighting up to 35 lbs.
- Typically bends, stops and crouches on a regular basis.
- Constantly moves about to perform duties.
- Incumbent may occasionally be exposed to inclement weather (including extremes temperatures), dust, biological hazards, flammable substances, traffic, and dangerous animals.
- Overtime as required.

Competencies and Knowledge, Skills, and Abilities:

- Promote a safety work environment
- Integrity and Trust
- Action Oriented
- Priority Setting
- Interpersonal Savvy
- Patience
- Dependability
- Ability to handle stressful situations.

Minimum Education and Qualifications:

- High School Diploma or G.E.D.
- Ohio Driver's License and reliable transportation and ability to meet Agency transportation insurance requirements.
- Must be computer literate and familiar with Microsoft Office Software (Word, and Excel)
- Excellent interpersonal skills.

Preferred: CPR and First Aid certifications; Experience as a security officer or similar position.

Equal Opportunity Statement:

IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.

Created: August 2018.