



**LOS
ANGELES
LGBT
CENTER**

Position: Security Officer #255959
Program: Security
Department: Facilities
Location: Highland Building
Reports to: Facilities Supervisor
Compensation: \$14.25 per hour
Schedule: Highland Building: Sunday & Monday Off; Tuesday - Saturday 2pm-10pm
Status: 100%, Full Time, Non-Exempt, Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

ESSENTIAL FUNCTIONS:

- 1) Ensure that the grounds and facilities are safe and secure for staff and clients;
- 2) Patrol the grounds and parking lot at regular intervals;
- 3) Escort unruly people off the property and call for police assistance when needed and appropriate;
- 4) Monitor security systems, panic buttons and fire alarm systems;
- 5) Ensure proper closing and securing of the facility and the surrounding grounds;
- 6) Make sure no one remains in the building (check bathrooms and group rooms, as well as departments) after closing;
- 7) Check and lock all doors, parking lots & drive ways, turn off fans, lights, and all-day use equipment, activate alarm systems and secure building;
- 8) Complete daily shift change, incident reports or other paper work, as directed, reporting all security activity, as well as read previous entries and memos to security;
- 9) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBT people.
- 3) Minimum 1 year work experience as a security guard;
- 4) Must have a demonstrated ability to deal with unruly people in a firm and non-antagonizing manner;
- 5) Availability to work a rotating shift and weekend as scheduled;
- 6) State of California Guard Card; Required
- 7) Current CPR Certificate; Preferred
- 8) Must be sensitive to the needs and concerns of the gay, lesbian, bisexual, transgender, homeless youth adults;
- 9) Bilingual Spanish a plus;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit a cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.