



## ***LEISURE LAKE IS NOW HIRING FOR SECURITY GUARD POSITIONS***

### **Positions Available**

Leisure Lake Condominium Campground is a gated, 425-unit complex on Leisure Lake. Security is provided 24/7 year-round. Leisure Lake is in Vernon Township, Durand, Michigan. Location: 10001 E. Goodall Road, Durand, MI 48429.

**Full-time, 40 hours week, Monday-Friday, 3<sup>rd</sup> Shift 11pm to 7am**  
**Starting probationary hourly rate: \$11.00**

**Part-time, 24 hours week, Friday/Saturday/Sunday 3<sup>rd</sup> Shift 11pm to 7am**  
**Starting probationary hourly rate: \$11.00**

### **How to Apply for Positions**

1. Complete the Employment and Background check applications. They are available
  - At the guard shack
  - On-line Leisure Lake Website [Office Forms \(leisurelakemi.org\)](http://leisurelakemi.org)
2. Schedule an interview with Jerry Vik, Security Supervisor, 998-666-7714

## **Guard Duties and Responsibilities**

The overall duty of a Security Guard is to protect Leisure Lake Condominium property, co-owners and their families, employees, and visitors. Responsibilities include:

- Controlling the entrance and departure gates of co-owners, co-owner's authorized guests, and authorized vehicles to protect the Leisure Lake Campground Community.
- Patrolling and monitoring activities on the campground's premises regularly to discourage criminals and ensure the environment is safe and secure.
- Evicting trespassers and violators and detaining perpetrators while following legal protocols before relevant authorities arrive.
- Monitoring surveillance cameras to watch out for any disruptions or unlawful activities.
- Providing detailed reports on daily activities and any incidents that may have occurred to management.
- Testing security systems and notifying management if service is needed.
- Using provided communication devices in a clear and concise manner.
- Act in a lawful manner while in defense of the property, staff, and environment they oversee.
- Collecting fees, issuing receipts, properly completing paperwork for Business Office, Director of Facilities, and Security Supervisor.
- Responding to complaints and emergency calls from Co-owners, guests, staff, and others. Document response calls per protocols

## **Security Guard Qualifications and Skills**

- Candidate must be 25 years or older
- Candidate has valid driver's license and personal insurance (must provide proof)
- Candidate must pass criminal background check
- Excellent knowledge of security protocols
- Ability to operate security systems and emergency equipment
- Exceptional interpersonal skills
- Advanced verbal and written communication skills
- Ability to work alone or as part of a team
- Ability to solve problems as they arise
- Attention to detail
- Ability to react appropriately in stressful situations
- Ability to write receipts, reports, and other documentation
- Ability to accurately calculate basic math, collect correct funds and make change

## **Security Guard Experience**

- Excellent job for retired applicants who have worked in the police force, military, fire department, previous experience as a Security Guard, Security Officer, or another similar role.
- Candidates should also have demonstrable experience working with security systems, be proficient using cell phones, and be able to clearly write manual reports.
- Candidate has at least five years of work experience with three references.