



Job Title: Security

Supervisor: Lead Counselor

We are looking for active, energetic, and professional individuals that have a passion for working with the youth in Miami-Dade County. Excel Kids Academy serves over 200 students each day; the safety of our students, staff and community is our utmost priority.

The Security Guard is directly responsible for managing the entrances to program space during program hours and performing periodic sweeps of space. He/She is responsible to intervene as appropriate during any breach of security. Is committed to serving as an integral part of a school community.

Essential Duties & Responsibilities:

- Securing the facility's main entrance by greeting visitors, checking identification and maintaining a visitor's log.
- Performing hourly walks through the facility to ensure all building entrances are secured.
- Maintaining a security log.
- Working with local police precinct as necessary.
- Communicating with all staff, participants and community members in a polite and respectful manner to represent the program in a professional way.
- Performing other duties as assigned by the Lead Counselor.

Requirements:

- Must have a HS diploma or its equivalent, college credits/degree preferred.
- Security License.
- All applicants are subject to a criminal background check

Knowledge, Skills, and Abilities:

- Experience working with youth in an educational setting is strongly desired.
- Ability to communicate effectively with students, parents, peers, school staff and others;
- Ability to work as part of a team and act as a positive role model for students;
- Ability to write basic reports summarizing day to day activities and events.

Working Conditions & Physical Requirements: Must have the ability to stand for extended periods of time; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead, Must be able to work in hot, cold, and wet conditions.

E-mail Resume to: spagan@excelkidsacademy.com