

Naples Botanical GARDEN

Position Description

Position Title: Safety and Security Associate

Department: Operations

Reports to: Safety and Security Manager

Position Summary: This is an integral position in the operations department responsible for the safety and security of our visitors and staff. This position is responsible for assisting the Safety and Security Manager with building and property security and responding to injuries and accidents. This is a part/time seasonal position with weekends and holidays required.

Primary duties and responsibilities:

- Responding to medical emergencies and injury incidents that occur with our visitors and staff.
- Conducts daily hazard inspections.
- Ensure security resources are operational, alarms, cameras, perimeter gates, locks and other security related items.
- Patrol property and identify/resolve security issues.
- Escorts any unwelcome persons from the premises without interrupting normal flow of daily operation.
- Coordinate with sheriff office to file any required trespass.
- Reports to accidents on Garden property relating to vehicles/thefts.
- Assist operations in other areas when required.

Requirements/Qualifications –

- Minimum four years of hands-on field experience with building security and safety response.
- Certification in first aid/CPR and Bloodborne pathogen.
- Good computer skills and MS Office.
- Excellent communication skills, both written and oral.
- May stand for long periods of time. Walk and inspect property. Work in extreme temperatures and dirty environment. Lift and carry objects up to 50 pounds. Drive vehicle or cart.
- Possess and maintain a valid Florida driver's license and have an acceptable driving record.
- Pre-Employment background check required

Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to age, creed, gender, national origin or ancestry, race, color, religion, veteran status, pregnancy, marital status, HIV status, genetic information, sexual orientation, handicap or mental or physical disability, sex, age, or disability.