



**“Service as Tall as our Trees”**

6250 Bohemian Highway  
Occidental, CA 95465  
(707) 874-3507

Alliance Redwoods Conference Grounds is a 501(c)3 religious non-profit organization

**Title:** Security

**Employment Status:** Full Time or Part Time Available

**Team:** Accommodations

**Immediate Supervisor:** Accommodations Manager

**Team Lead:** Service Director

**Purpose Statement:**

To serve on a vibrant service-oriented team by protecting buildings and grounds through the identification and prevention of situations that might put the organization and its occupants/users/staff at risk.

**Description of Duties**

Including but not limited to:

- Reduce the opportunity for crime
- Conduct foot and/or mobile patrols of the entire premises:
  - Prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
  - Check lights, alarm system, parking lots, vehicles, and pool area.
- Monitor and authorize access to ARCG to guard against, theft, unauthorized entry, and maintain security of premises
- Warn persons of rule infractions or violations, and escort violators from premises
- Answer alarms and investigate disturbances
- Assist the company’s Emergency Response Team in the event of an accident or medical emergency
- Implement the company’s emergency action plan in the event of an emergency
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons
- Write reports of nightly activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- Assist the police with information during the investigation of a crime

**Skills, Knowledge, and Abilities**

- Previous experience in security beneficial but not required
- First Aid/CPR/AED Certified
- Willing to learn and be trained

**Requirements:**

- Must be in harmony with ARCG statement of faith and code of conduct
- Current Driver’s License and clean driving record
- Speak fluent English and use cordial manners (additional languages a plus)
- Work from 10pm to 6am.