

OPERATIONS SECURITY ASSOCIATE



Direct Supervisor:	Security Coordinator		
Department:	Operations	Job Category:	Category 2
Location:	Richmond, VA	Travel Required:	No
Level/Salary Range:	\$ 11.00 - \$ 12.00	Exempt/Non-exempt:	Non-exempt
Contact:	HR@lewisginter.org	Position Type:	Part time; varies based on events scheduled
Date Posted:	August 2, 2021	Posting Expires:	Until Filled

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Preserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a non-profit garden located in Richmond, Virginia's Lakeside neighborhood. The Garden encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the ground of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

Job Description

The Security Associate is responsible for security of the property, safety of guests, daily closure of campus facilities, and responding to incidents involving employees, guests, or other occupants on property.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
804.262.9887
lewisginter.org

Responsibilities:

- Secure property to include grounds and facilities, safe and expeditious routing of guests and able to take first action steps in case of an emergency.
- Supports essential functions of garden operation to include ensuring the quality of the guest experience; ensuring the securing and alarming of property; ensuring the physical integrity of property after hours, supporting management of vehicular and pedestrian traffic, particularly during public and private special events.
- Direct the arrival/departure of clients and guests at service road access point, parking lots and at public Garden entrance.
- Nightly lockup of facilities and arming security alarm systems. Securing grounds for end of day, working both independently and as part of a team.

- Ensure that energy conservation measures are taken during nightly process of security, locking and alarming structures.
- Provide a visible presence to ensure the safety and security of guests, volunteers, vendors, and staff during operating hours and evening/weekend/holiday events.
- Work in coordination with other staff on hand at evening events where conditions require additional support, including changes to venue setups, adjustments necessary as a result of inclement weather conditions or emergencies, and additional guest entry assistance.
- Provide escort or guidance to arriving groups and individuals.
- Respond to alarms, emergencies, and security related incidents while on duty; decides what actions to take based on the situation. Serve as point of contact for responding Fire, Police or EMS personnel.
- Investigates and reports on accidents, incidents, suspicious activities, safety and fire hazards and other security related items to supervisor for corrective action or follow-up.

Required:

- Excellent interpersonal, and communications skills
- Ability to work nights and weekends
- Ability to present ideas to a diverse audience, mediate disputes, negotiate with vendors, and listen effectively.
- Valid VA driver's license
- Strong judgement and ability to reprioritize duties to accommodate events and conditions in progress.
- Ensure nightly closeout form, checklists, and reports are completed

Employees of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee handbook, all published personnel policies and the requirements of their individual job descriptions.
- Must perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals, families, and in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly.

- Must report all injuries and incidents immediately and ultimately in writing to supervisor.
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor.

Physical Demands / Working Conditions

- Must be able to walk the Garden's campus in most weather conditions daily.
- Bending, stooping, climbing stairs, transporting supplies by hand or by cart.
- Must be able to lift objects up to 30 lbs.
- Ability to stand for extended periods while directing traffic through active pedestrian/vehicular zones.
- The position requires familiarity with all public areas of the 82-acre property.
Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Note: Duties described above, other duties and physical demands have been identified as essential.

Education and Experience

Required:

- High School diploma, GED or equivalent required

Preferred:

- Technical school training or higher education.
- Minimum of 1-year experience working with the public
- A combination of experience and education will be considered.

Please submit resume to Human Resources at HR@lewisginter.org.