



Willowbrook Arts Camp

Job title	Security Specialist
Reports to	Program Director & Executive Director
Schedule	Full-time, hourly, approx. 40 hrs/week, Monday-Friday, late June – early August, temporary, seasonal, non-befitted

Willowbrook Arts Camp seeks a reliable individual to manage all security matters at our large outdoor summer camp in Tualatin, Oregon from mid-June through early August. The primary role is to ensure a secure, welcoming, and friendly environment at camp while safeguarding the wellbeing of our campers, families and staff. The ideal candidate for this position has a background in security or military service, a strong professional disposition, experience and is comfortable working with a large number of children and staff.

ORGANIZATIONAL OVERVIEW:

Willowbrook is an outdoor, six-week summer day camp which offers a rich environment of integrated arts and nature. It provides opportunities for children to develop their creative potential through experiences in the arts and environmental studies in an atmosphere that mentors and nurtures the whole child, promotes a spirit of peaceful collaboration, and encourages individual exploration and expression. For more information, visit www.willowbrookartscamp.org

ESSENTIAL JOB FUNCTIONS:

- Help greet campers and families each day and ensure proper sign in/out procedures
- Coordinate with the Business Coordinator & Welcome Desk staff to ensure that all visitors are properly documented, and visitor identification is verified
- Observe campers throughout the day, watching for signs of distress, unsafe or improper behavior, signs of bullying; notify the Community Support Specialist(s) and work with them to mediate/intervene as needed
- Perform scheduled and random checks in designated areas throughout the camp to check for any security breaches or concerns; patrol camp perimeter
- Present security protocols and procedures to all staff members and campers at the beginning of each week; offer refreshers throughout the camp season
- Coordinate security-related drills, exercises and training
- Coordinate with local law enforcement during emergency situations, act as point of contact between the organization and local law enforcement during these times
- Recognize and respond effectively to emergencies; address accidents and incidents according to Willowbrook policy and procedures; notify Program Director as needed
- Work collaboratively with Community Support Specialists, Area Specialists, and Program Director to maintain a safe and harmonious environment; communicate in a professional, constructive, and respectful manner

- Act as a steward of Willowbrook's mission, vision, and values by training, modeling, and promoting sustainable behaviors and operations

DESIRED EXPERIENCE | QUALIFICATIONS | ABILITIES

- High School Diploma or G.E.D.
- 2+ years of experience in security, law enforcement or a related field
- Knowledge of current security and property protection techniques and methodologies
- Must attend and participate in required staff training(s), set up, and tear down days as scheduled
- Must work all six weeks of summer camp, including but not limited to Monday through Friday from June 28 to August 6
- Previous customer service and/or experience working in areas having interacted with the public are preferred; experience working at a kids' camp ideal but not required
- Comfortable working with children and staff including high school assistants, college assistants, specialists, and support staff
- Able to read, write, speak, hear and understand verbal and written English and write/log reports in a clear, concise, and professional manner; Spanish speaking a plus
- Ability to manage and disseminate information accurately and effectively
- Demonstrate commitment to high professional ethical standards and a diverse workplace
- Must have or be willing to obtain CPR certification
- Must pass a criminal background check and have a valid Oregon driver's license and clean DMV record
- Must be at least 21 years old and either a college graduate or in the military
- Current Oregon DPSST Unarmed Private Security Professional License preferred

WORKING ENVIRONMENT

- Work is performed primarily outdoors at camp (Brown's Ferry Park, Tualatin, OR), rain or shine, with a temporary indoor camp office for support staff
- General schedule is Monday – Friday, 7 am – 4pm, with 30 min lunch break

PHYSICAL REQUIREMENTS

- Ability to work long hours during camp season including some weekends and some evenings if needed
- Ability to be on your feet for long periods of time while at camp; extensive periods of standing and walking on uneven and varied terrain
- Ability to lift and carry objects of moderate weight; bend, stoop, kneel, crouch, push and other strenuous activities

HOURLY RATE:

- \$16/ hour
- This position is temporary, seasonal, and non-benefited

Willowbrook Camp is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.