



Volunteer Job Description

Security

Summary/Purpose:

Patrol premises to prevent and detect signs of intrusion and ensure security of employees, volunteers, walk participants, and the walk site. Investigate disturbances. Monitor and authorize entrance and departure of volunteers and employees to and from count room, and to guard against theft.

Authority / Accountability:

Volunteer Coordinator, Walk Consultant

Tasks / Responsibility:

- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Answer questions, and provide information.
- Warn persons of rule infractions or violations.
- Escort Registration Leads to and from count room.
- Write reports concerning any incidents that have occurred.
- Report to Volunteer Coordinator at the start and end of each volunteer shift.

Knowledge, Skills and Attitudes

Skills:

Communicate in a clear and concise manner both verbally and in writing. Long periods of standing and walking, Reading, Writing, Critical Thinking, Dexterous, work well with others. Volunteers will be oriented at the start of shift.