



Security Aide - Substitute

Summary of job responsibilities

The Finkelstein Memorial Library at 24 Chestnut Street, Spring Valley, NY seeks a Security Aide - Substitute in our Security Department. This position requires the enforcement of rules and regulations and the maintenance of order while on a regular patrol of Library buildings and grounds areas. This is a substitute, on-call position with varying daytime/nighttime hours that may include any day of the week, any time between 8:30 am-9:30 pm at \$17/hour. This position reports to Head of Security.

Job description

- Patrols assigned areas on foot and monitors security cameras to protect staff, patrons and Library property;
- Responds to emergencies; supports fellow security aides, and communicates with the Head of Building as necessary;
- Checks for fire and safety hazards;
- Investigates unusual or suspicious conditions or activities;
- Detains those in violation of Library rules and regulations, and notifies emergency responders;
- Prepares and submits incident reports;
- May render first aid for minor injuries;
- Performs related work as required.

Knowledge & Skills

- Possesses good communication, social skills and powers of observation;
- Possesses sound judgement and mental alertness in order to deal with incidents as they arise and diffuse situations.
- Ability to deal effectively with a diverse staff and patron base;
- Familiarity with first aid techniques;
- Ability to understand and carry out oral and written instructions.

Minimum Qualifications

Graduation from high school or possession of an equivalency diploma, and two (2) years of satisfactory work experience, military service or advanced education beyond high school acquired non-concurrently.

Special Requirement

Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.

To Apply: please click on [Application for Employment](#) and complete the form. Fill in "Desired Position" as Security Aide – Sub **OR** send your resume and cover letter to Assistant Director Beth Zambito at bzambito@rcls.org.