



**Job Title:** Part Time Security Guard - Afterschool  
**Department:** Revere Community School, Talent and Culture  
**Location:** East Wing, Revere High School, 101 School Street, Revere, MA  
**Hours:** Variable up to 14-16 hours per week- Monday-Thursday Evenings  
**Salary:** \$17.00 per hour starting February 28 2023. This is a non-union position.

The Revere Community School is the City of Revere Adult Education program that has been serving residents of Revere and neighboring communities since 2013. Our mission is to unite lifelong learners with community and partner resources to empower its adult learners and encourage workforce development.

The security guard will serve not only to keep the students and staff of RCS safe, but to be the welcoming first impression for students and visitors of the school. Duties include monitoring the main door entrance; making sure RCS is free of unauthorized RHS students or others; directing visitors; maintaining a safe, welcoming environment; and reporting issues.

The Revere Community School (RCS) goal is to continue to increasing enrollment rate and retain students. The Community School primary focus on providing ESOL, Citizenship, HiSET, Computer, workforce development, financial literacy and social services to empower immigrant communities' speakers of other languages and economically disadvantaged people. Many of the learners are low-income, newcomer immigrants with language barrier and no job or working in low paying jobs. Some are high school dropouts who are looking to attend college, gain employment and/or obtain a better job. Our vision is to provide our learners with the knowledge and skills they need to be successful in their personal and professional life and access link to vital resources. We want to empower them to engage in their community, enriches their lives and well-being and broaden their social networks

#### **ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position

- Physically monitor the entrance (rear) door #21 of Revere High School
- Create welcoming atmosphere for Revere Community School students and other visitors
- Inform Revere Community School students and other visitors where to go
- Work closely with the Program Coordinator to understand the current daily course schedules
- Coordinate with RHS athletic coaches to know the times/dates of games on site (and when buses will be bringing students)
- Maintain a sign in sheet for selected Revere Community School courses and workshops
- Walk through halls periodically to eject unauthorized person (s) who are not supposed to be in the building

- Help maintain safe environment by reporting vandalism, trash, or other building issues
- Check bathrooms and empty classrooms and report any vandalism or violence to the Program Manager
- Help teachers and staff in setting up classrooms and other rooms during classes and events
- Work with RCS Manager to compile data to improve RCS logistics
- In the event of violence, help deescalate conflicts and call for help if necessary
- Call for and assist medical help in emergencies
- Participate in coordination meetings, staff development, and trainings when relevant
- Attend and participate in outreach and promotion events and social and cultural activities for the program when relevant
- Become familiar with program/school resources to help inform visitors
- Make sure all Revere Community School participants and staff are out of the building before leaving
- Perform other duties as assigned by the Community School Manager

#### **QUALIFICATIONS:**

Candidate should have an understanding of, sensitivity to, and respect for the diverse socio-economic, ethnic, religious, and cultural backgrounds. Must be comfortable working in a multicultural environment and have excellent oral communication and organizational skills. Bilingual or multilingual fluency highly preferred. CPR and First Aid certification preferred. Successful candidate should be flexible, creative, motivated, demonstrate initiative, and have the ability to work independently. Prior experience working in security is preferred

#### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

How to Apply:

Qualified candidates, please send your resume and cover letter to Community School Manager, [fdrammeh@revere.org](mailto:fdrammeh@revere.org) or via the City's Application Portal: [Online Application Portal](#).

**Deadline to apply: August 19,2022**