



The Ruth Mott Foundation is accepting applications for a part time **Security Officer** at Applewood Estate in Flint, Michigan. The Ruth Mott Foundation is a non-profit philanthropic organization offering grants and programs that serve the Flint community. The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate to demonstrate and support its mission. The estate consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives and photographs and is open to the public Thursday through Sunday May through October.

**Job Posting:** Security Officer (Part time)

**Starting Salary Range:** \$18.72/hour to \$22.45/hour

**Job Purpose:** To work in a team of security officers to provide for the protection of all property at Applewood, and the assurance of a safe environment for staff and guests of Applewood.

**Primary Duties:**

1. Performs periodic rounds of the property to assure that the grounds are safe and secure, including checking gates, equipment and vehicles stored outside, perimeter doors and windows of all structures.
2. Performs periodic checks of fire and intrusion sensing devices to assure that they are in good working order.
3. Prepares written reports of injury, damage, or theft on/or involving foundation property as well as crime, incident or other emergency reports.
4. Works with Mott Community College Public Safety to share and report upon public safety incidents and to identify and manage additional public safety support for special events.
5. Practices good judgment when emergencies occur and takes appropriate action such as calling police, fire, utility providers, or other staff as warranted by the emergency.
6. Provides information and general assistance to the public and staff while displaying a positive and professional attitude and culturally sensitive demeanor.
7. Communicates regularly with other security professionals in the Flint Cultural Center district.
8. Carries designated foundation cell phone dedicated for communication with the on-duty security officer regarding property business during his or her tour of duty.
9. Completes other duties as assigned.

**Qualifications:**

- Completion of Police Academy training.
- Minimum of three years of recent certified/sworn police officer experience involving public contact.
- Current concealed pistol license.
- In-depth knowledge of security and life safety systems.

- Excellent communication and interpersonal skills, including the ability to listen effectively to a person(s) talking about a matter that requires one to make a decision as well as the ability to interview a person(s) to separate facts from opinion and first-hand knowledge from hearsay.
- Ability to add numbers and write narrative criminal, injury or other reports in English using correct grammar, sentence structure and spelling.
- Proficiency with Microsoft Office.
- Ability to work flexible hours including nights, holidays and weekends.
- Holds a valid driver's license.

**Essential Physical and Work Environment Demands:**

Ability to travel up and down stairs; reach both above and below shoulder height; and move about the Applewood neighborhood while having the ability to remain in a stationary position for extended periods of times. The nature of the work requires the ability to work in both indoor and outdoor environments in varying temperatures and weather conditions.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email cover letter and resume to [Resumes@ruthmott.org](mailto:Resumes@ruthmott.org)