

# VIRGINIA AIR & SPACE SCIENCE CENTER

## NASA LANGLEY VISITOR CENTER



### Summary of Position

The Virginia Air and Space Science Center, NASA Langley's Official Visitor Center, located in Downtown Hampton is seeking a qualified part-time Security Officer. Under general supervision of the Lead Security Officer, the part time security officer will provide a security presence to ensure that guests and employees have a safe and pleasant experience while at the Center. Ensure that all mechanical systems are functioning and daily checks are recorded.

### Candidate Will:

- Provide a visual security presence.
- Conduct scheduled rounds to ensure that Center guests have a safe and pleasant experience. While making scheduled rounds, check exhibits and displays to ensure they are in proper working order and report problems to Lead Security Officer or Director of Facilities
- Ensure that all mechanical systems are functioning properly, checking for and recording:
  - Standing water and fire hazards
  - FAILURE indications on mechanical units or control panels
  - Temperature checks for Chillers #1 and #2
- When staffing the security office, the security officer shall monitor alarm systems, sign in and out keys and other equipment to authorized personnel, admit staff and guests to the building, check in and sign out deliveries and handle phone calls.
- When not conducting rounds or staffing security office during event rentals, the Security Officer must remain at the front desk or on the floor to assist in event operations.
- Be familiar with and understand the Center's Emergency Action Plan along with evacuation procedures. Be prepared to carry out emergency procedures as needed.
- Crowd control as required
- Secure the Center during non-operating hours.
- Maintain a shift log.

### Candidates Have:

- High School Diploma
- Proof of age they are at least 21 years of age
- Ability to work a flexible schedule
- Followed detailed procedures
- Great customer service
- Team mentality that allows them to work collegially
- Evening and Weekends are required
- Experience in security field helpful but not required

### Physical Requirements:

- Stand or walk for extended periods of time
- Bend, Stoop, Kneel and Reach

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## **Equal Opportunity Employer**

The Virginia Air and Space Science Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Virginia Air and Space Science Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, and recall, leaves of absence, compensation and training.

## **Covid-19 Vaccine Requirement**

At the Virginia Air and Space Science Center, the health and safety of our employees and guests are our number one priority. That's why all offers of employment are contingent on the candidate showing proof of being fully vaccinated against Covid 19 (currently one dose of Johnson & Johnson vaccine or two doses of the Pfizer or Moderna vaccine) to pass the pre-employment requirements.