



Security Officer

The Virginia Air & Space Science Center, NASA's Langley Research Center Official Visitor Center, located in Downtown Hampton, is seeking a candidate for our Security team. Under the 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, and ensure that all mechanical systems are functioning and daily checks are recorded.

Logistical Information:

- Part-Time
- Hourly payment
- Background check required
- Flexible schedule, evenings and weekends required

Essential Responsibilities:

- 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 any problems to Lead Security Officer or Director of Facilities
 - Ensure that all mechanical systems are functioning properly, checking for and recording any standing water, fire hazards, failure indications on mechanical units, and temperature checks
 - Staff the Security Office
 - 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
 - Assist in event operations
 - Understand the Center's Emergency Action Plan and evacuation procedures
 - Be prepared to carry out emergency procedures as needed
 - Crowd control as required
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- Secure the Center during non-operating hours
- Maintain a detailed shift log

Minimum Required Qualifications:

- High School Diploma
- At least 21 years of age, and proof of age
- Ability to follow detailed procedures
- Great customer service skills
- Team mentality that enables you to work collegially
- Past experience in security field helpful but not required

Physical Requirements:

- The ability to stand and walk for extended periods of time
- The ability to perform tasks involving bending, stooping, kneeling, and reaching