



Portland Japanese Garden seeks Part-Time Security Officer

Position Overview

The part-time Security Officer reports to the Operations Manager. The Portland Japanese Garden strives to maintain a welcoming environment where visitors can be comfortable and free from concern. A Security Officer at the Garden will have strong customer service skills and a friendly, helpful demeanor. They will be required to help protect the visitors' positive experience during open hours and to protect the Garden, staff, and assets at all times. The Security Officer will control the main vehicle entrance gate, patrol the grounds, respond to emergencies, and carry out other assigned duties.

Primary Duties

- Create a safe, friendly environment for patrons and employees while keeping a positive attitude
- Become familiar with and enforce site policies and procedures
- Observe and report incidents, criminal activities, or hazardous conditions as they arise.
- Lock, unlock, and alarm facilities
- Control vehicular traffic entering site
- Work cooperatively with other Garden departments and staff
- Maintain good working relationships with external security providers and law enforcement
- Perform regular sweeps of grounds and facility
- Write daily activity reports and incident reports to submit for review
- Keep work area clean and report any maintenance and/or damage concerns to appropriate manager
- Other duties as assigned

Other Responsibilities

- Familiarize oneself with the organization
- Get to know fellow staff members, developing trust, establishing credibility, encouraging teamwork, and creating an atmosphere of open, honest, two-way communication
- Maintain a high level of professionalism in manner and appearance
- Adhere to Garden uniform and Dress Code

Qualifications

- Minimum two (2) years of experience in security industry
- Current DPSST certification
- Proficient in using PC and MS Office (Outlook, Word, and Excel)
- Able to read, write, and speak English proficiently

Special Requirements

- Must be able to work a flexible schedule including evenings, weekends, and holidays
- Must be able to remain in a stationary position and/or move about the Garden for several hours in all weather conditions
- Ability to lift, carry, push, or pull up to fifty (50) pounds

Compensation

- \$15.00 - \$15.50/hour, DOE
- This is a part-time, hourly position with 16-24 hours per week. Shifts are typically 8 hours (which may include a ½ hour lunch). Potential shifts: 7:45am to 4:15pm, 4:00pm to 12:00am, or 12:00am to 8:00am.

Applications

To apply, please email a resume (no more than two pages), cover letter, and list of three references to humanresources@japanesegarden.org, with "Security Officer Part-Time" in the subject line. Please no phone calls or hand delivered applications. Submit application materials by December 18, 2017.

All submitted applications will be held in confidence.

Organization Overview

The Portland Japanese Garden is renowned as the most authentic and finest Japanese garden outside of Japan. Founded in 1963 and nestled in Washington Park above downtown Portland, Oregon, the Garden is one of the most important Japanese cultural institutions in North America. 400,000 visitors annually visit this national treasure and participate in its art, cultural, and educational programs. The Garden strives to provide every visitor with an inspiring experience of the beauty and tranquility of the Japanese garden art form. At the same time, the Garden is at the beginning point of engaging diverse audiences to expand their understanding of Japan and themselves. Formal and informal education and cultural programs are offered so that visitors of any background or age will find something that is personally meaningful to them. First-of-a-kind art exhibitions focused on Japanese arts, artists, and craftsmanship illuminate cross-cultural dialogue and understanding of the Japanese garden as an art form.

An expansion of educational and visitor facilities, designed by internationally renowned Japanese architect Kengo Kuma, was completed in April 2017 to accommodate the Garden's increased visitors each year. Additionally, Garden Curator Sadafumi Uchiyama has designed new garden areas to surround the Village and entry area. As part of this project, the Garden has also launched a comprehensive training program for Japanese garden professionals and amateurs, the Japanese Garden Training Center.

The Garden has a year-round staff of 80+ FTE's and 20+ seasonal staff supplemented by over 300 volunteers. It is an exciting time at the Portland Japanese Garden – a time to help this historic organization set the course for a successful next 50 years with expanded facilities and programs.