

MISS PORTER'S SCHOOL

Campus Safety - Part time

Title: Campus Safety

Department: Campus Safety

Job Status: Part-time, non-exempt

Openings: Position 1: Saturday, 1st shift (6:00 AM – 2:00 PM)

Position 2: Saturday & Sunday, 2nd shift (2:00 PM – 10:00 PM)

Reports to: Campus Safety Supervisor

POSITION SUMMARY:

We are currently hiring two part-time Campus Safety team members to support the safety and security of the Miss Porter's School community. This role is responsible for monitoring campus grounds and facilities, assisting students, staff, and visitors, conducting routine patrols, and helping ensure a safe and welcoming environment. Successful candidates will be dependable, observant, professional, and committed to promoting a positive school culture through proactive safety practices and excellent customer service. Candidates with flexible schedules who can assist with shift coverage as needed are strongly preferred.

ESSENTIAL FUNCTIONS:

- Performs foot and motor patrols of campus and related properties, including building checks
- Performs crosswalk duty across campus and major intersections
- Performs parking lot duties and monitoring as required
- Monitors and reports maintenance problems to appropriate personnel
- Maintains a safe environment for students, faculty and staff
- Manages the arrival of deliveries on campus and occasionally receive deliveries
- During lockdowns, secures school as required
- Responds to calls for emergency and non-emergency assistance on campus
- Performs medical and emergency first aid as required
- Monitors fire and burglar alarms and responds to any activated alarms
- Performs additional assignments as directed by the Campus Safety Supervisor

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REQUIREMENTS:

- Connecticut Guard Card is required
- Post-secondary education or training in security, customer service, or a related field
- Strong written and verbal communication skills with ability to prepare reports
- Excellent interpersonal and customer service skills, evidenced by demeanor & previous training
- Basic computer skills with Microsoft Office suite and other industry-driven software
- Current driver's license with good driving record
- First Aid/AED/CPR certified
- Past law enforcement experience preferred
- Ability to relate well to the diverse populations of the school
- Ability to walk, run, climb multiple staircases, bend, stoop, and carry a minimum of 40 pounds
- Ability to perform foot portals and crosswalk duties in all types of weather conditions
- Ability to respond to high-stress situations in a calm and efficient manner
- Flexibility to work varying hours and shifts, including nights and weekends

Interested candidates should email a resume and cover letter to: careers@missporters.org. Please include the job title for which you are applying in the subject of the email.

Or

Apply directly using [this link](#)

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.