



**Alaska SeaLife Center**  
*w i n d o w s t o t h e s e a*

*The Alaska SeaLife Center, a non-profit organization generating and sharing scientific knowledge that promotes understanding and stewardship of Alaska's marine ecosystems is seeking applications for the following:*

## **On-Call Security Officer**

**This position is responsible for ensuring good order, proper conduct, and safe conditions at the Alaska SeaLife Center.**

### **Responsibilities (include but are not limited to):**

1. Patrols the facilities and grounds ensuring that good order, proper conduct and safe conditions prevail.
2. Provides a variety of assistance to staff and visitors; responds to emergency request for assistance or crime in progress; takes initial action as the situation requires. Responds to and investigates incidents to include interviewing witnesses, photo documentation and preparing the incident report.
3. When necessary and after proper evaluation of conditions, takes into physical custody person or persons causing a disturbance, disruption or damage to the Center's property.
4. Monitors facilities after hours by foot patrol, various electronic equipment and vehicle. Notifies on-call ASLC personnel of building emergencies. Calls for police assistance when required by departmental procedures.
5. Assists in safeguarding and transport of daily cash receipts from the Gift Shop and ticketing.
6. Maintains CPR/First Aid certification. Provides CPR/First Aid as needed.
7. Provides aid to staff and visitors in emergency situations.
8. Maintains daily log of events and unusual occurrences that take place during their shift.
9. Works a rotating shift. May be required to work overtime.
10. Maintains a valid driver's license.

### **Requirements:**

High school diploma or GED and satisfactory completion of two or more courses dealing with security officer training from the military or a recognized institution required. Completion of one or more self-defense training courses. Working knowledge of communications and security alarm systems. Skills in communicating with diverse groups, maintaining confidentiality, decision making, and basic computer skills required.

This is a part-time, on-call position.

**Start Date: ASAP**

**Apply by: Open Until Filled**

E-mail resume & application (downloadable at [www.alaskasealife.org](http://www.alaskasealife.org)) to Human Resources  
[HR@alaskasealife.org](mailto:HR@alaskasealife.org).

**[www.alaskasealife.org](http://www.alaskasealife.org)**

***The ASLC is an Equal Opportunity Employer.***