

Job Title: Crowd Safety & Campus Logistics Part-Time Staff

Description:

- Increases staff presence and ultimately security/safety of all attendees and MIC brand
- Must be 16 or above, responsible, & mature (we need both brothers and sisters on team)
- Assertive and curious
- Speak fluent English, additional languages are bonus
- Able to walk to various sections of full campus and building
- Clean police/drug record
- Wears visible crowd safety vest while at work & utilizes walkie-talkie for on-campus communications (both provided)
- Monitors hallways, parking lot, and full campus in person and via security cameras
- Ensure and enforce MIC campus rules (ie, general, food-drinks, sports, safety, disclaimers).
- Able to work various hours of day to accommodate prayer and program timings, specifically Duhr-Isha.

Note*: Verbal enforcement only and limited to notifying and informing other parties. Physical enforcement not allowed. We hire security guards for that.

Responsibilities:

- Be the eyes and ears at MIC campus
- Turn on/off lights, doors locked/open as per program schedules
- Do walks around inside/outside of building, looking for obvious signs of concern, abuse, damage, anything unusual and not normal
- Provide constant feedback on areas that need cleaning to cleaning crew
- Leverage security alarm to arm/disarm specific areas if appropriate

- Review security cameras while on-shift for signs of trouble and report to responsible parties
- Guide and/or prevent kids from any misbehavior (see * above)
- Monitor Basketball/Tennis courts and Soccer fields for unauthorized parties (possible membership check)
- Moderate lights & temperature within building to prevent waste of electricity/gas
- Provide assistance to AV, admin office, religious staff with miscellaneous tasks, within reason, as time permits (ie, during downtime)
- Should be reachable via mobile while on-shift
- Coordinate other volunteers/resources during large events (ie, Eid, Festivals, fundraisers, etc)
- Receive and sign for packages, boxes, and deliveries from shipping carriers or open facility for contractors as needed.
- Assist with hosting coordinated programs (ie, sports/fun nights, rental events) and ensuring smooth operation and logistics

Compensation/benefits:

- \$15/hour
- Hours per week will vary depending on weekly/monthly program schedule
- Masjid presence, prayers on time
- Opportunity to cross train into AV, IT, Social media, and more

How to apply:

- Fill out form HERE:
<https://docs.google.com/forms/d/e/1FAIpQLScAgBmXAwVQ82PboqQiACDEL2hF2RUxxa76s-azk3iUIMI7SA/viewform>
- Be sure to fill all required fields, and include your resume/CV