



Security Officer (Part-Time)

Stoneleigh-Burnham School, an independent boarding and day school for girls in grades 7-12 in Greenfield, Massachusetts, seeks a part-time Security Officer effective immediately. Security Officers report directly to the Director of Security and are responsible for maintaining a safe and secure environment during evening and overnight hours for all students, faculty, staff and visitors to the School.

Located in the Connecticut River Pioneer Valley, a short drive from the Five College Consortium (UMass Amherst, Smith, Mount Holyoke, Hampshire and Amherst College), Stoneleigh-Burnham attracts students from the local area and around the world. Our mission centers around helping girls discover and use their authentic voices. Security team members who thrive at SBS are collaborative colleagues, are excited by professional growth, and are committed to fostering an inclusive community.

Duties and Responsibilities:

- Must be available for the 6:00pm-12:00am shift on Thursdays
- Have flexibility for occasional additional shifts, including 12:00am-6:00am shifts
- Conduct regular rounds of the buildings and campus, ensuring doors are locked and appropriate lights are on, and complete logs
- Understand and assist with implementation of all fire, lockdown, and emergency procedures
- Contact Administrator on Duty or Dean of Students if there are any issues involving students



- Monitor presence of visitors on campus during evening and overnight hours
- Follow all guidelines set out in the Employee and Community Handbooks
- Wear appropriate uniform when on duty

Qualities and Qualifications:

- Security or law enforcement experience a plus
- Must possess a valid driver's license
- First Aid/AED/CPR certification a plus
- Good people skills and a positive attitude
- Demonstrated commitment to diversity, equity, and inclusion
- CORI/SORI background checks and fingerprinting are required

Compensation:

- Starting pay: \$13.50 per hour

Applications:

Contact information and resume should be sent to:

Cole Whitaker

Assistant to the Head of School & Special Projects Manager

cwhitaker@sbschool.org

Stoneleigh-Burnham strives to cultivate an inclusive community and diversify its faculty and staff; candidates who can contribute to the diversity



of the community are encouraged to apply. Salary is commensurate with experience. Stoneleigh-Burnham School is an Equal Opportunity Employer.

Our Mission:

Stoneleigh-Burnham School is an academic community that fosters an international perspective. We inspire girls to pursue meaningful lives based on honor, respect, and intellectual curiosity. Each student is challenged to discover her best self and graduate with confidence to think independently and act ethically, secure in the knowledge that her voice will be heard.

To learn more about Stoneleigh-Burnham School, please visit our website:

sbschool.org