



**Job Title:** Director of Security

**Reports to:** Chief Operating Officer/ General Manager

**Supervises:** Security Guard(s)

**Education and/or Experience**

- Bachelor's degree in Criminal Justice or related major preferred.
- Security experience required including employment by a law enforcement agency or a private club or other hospitality organization.

**Job Knowledge, Core Competencies and Expectations**

- Working knowledge of club policies and guidelines as outlined in the club's employee handbook.
- Attends to immediate needs of members, guests or staff in the case of accidents, injuries or health problems.
- Safeguards the club's assets and property.
- Knowledge of and ability to perform required role during emergency situations.

**Job Summary (Essential Functions)**

Plan and direct the club's security operations to protect employees, members, guests and the club's assets and property. Establish and implement security and emergency procedures; supervise security guards. Coordinates security surveillance of premises.

**Job Tasks/Duties**

- Establishes and enforces security procedures for protection of members, guests, and employees and their property; recommends additional controls and procedural changes to other departments that will provide increased protection.
- Exercises general supervision over parking lot operation by providing systematic patrols to assure protection of vehicles and property, controls access to parking lots and institutes traffic and parking procedures.
- Strictly enforces no speeding and reckless driving on club grounds.
- Directs the training of all security personnel in first aid, fire protection, traffic control, emergency and all other security procedures.
- Ensures that adequate security staff is on duty as needed.
- Directs the investigation of alleged crimes committed on club premises; cooperates with law enforcement agencies in the investigation of crimes including the exchange of reports and information and by appearance in courts of law.
- Collaborates with the human resources department regarding employment reference

checks, security clearances and the preparation of reports related to accidents, insurance and employee processing.

- Conducts confidential or special investigations as requested by the General Manager.
- Coordinates removal of unauthorized vehicles from the club's property by towing company.
- Interviews, hires, supervises, trains and evaluates security guards and other departmental personnel.
- Develops budget for department; monitors financial information and takes corrective action as necessary to help assure that budget goals are met.
- Arranges work schedules for security employees; approves overtime and vacation schedules; completes time cards and submits them with schedules to the Director of Human Resources.
- Completes written reports of all complaints and violations.
- Attends management meetings and training sessions; conducts staff meetings.
- Reports maintenance, lighting, plumbing and electrical problems immediately.
- Patrols the clubhouse, adjacent buildings and tours the club grounds periodically during work shifts.
- Conducts routine safety inspections on a random and recurring basis.
- Maintains positive and professional relationship with the local police, fire and emergency response providers and departments.
- Completes other appropriate tasks as assigned by the COO/ General Manager.

### **Licenses and Special Requirements**

### **Physical Demands and Work Environment**

- Occasional sitting and lifting up to 30 pounds.
- Use hands to finger, handle or feel objects, tools and controls.
- Able to reach with arms and hands.
- Able to cope with physical and mental stress.
- Frequent bending, stooping, pulling, repetitive actions.
- Continuous standing, walking, talking, hearing and seeing.

Hound Ears Club operates as an "At Will" Employer, meaning employment may be terminated at any time with or without cause.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
Joseph McGurie, CCM, CCE

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
Mikalla Presnell, HR Director