

## **Position Title:** Building Monitor

**Reports To:** Program Director

**Work Hours:** 9 am – 2 pm -or- 12 pm – 5 pm, Monday through Friday. 25 hours per week.

**Pay Rate:** \$15 per hour

**Work Description:** Must perform direct supervision service for youth and families. Must have fundamental knowledge of building security. Must have skill in people management. For example, behavior etiquette requirements for people being on property of a school or childcare center. Must caringly provide focused supervision to youth and adults with regard for the safety and well-being of everyone. Must adhere to the vision, mission, goals, and objectives of the program. Take and record temperatures of all people upon arrival to the program building. Ensure all people entering the program building are authorized to enter. Other tasks as assigned.

**Pre-Interview Requirements:** Submit cover letter and resume to [bsadirector@bspc.org](mailto:bsadirector@bspc.org)

**Pre-Hiring Requirements:** Attend an interview on **Monday, August 31, 2020 at 9:00 am, 12:30 pm, or 4:00 pm**. Complete a staff information form. Complete and clear both BCI and FBI background checks.

**Hiring Requirements:** Complete all required employment paperwork.

**Post-Hire Requirements:** Complete 1-Hour Child Abuse Training. Complete 1-hour COVID-19 Safety Training. Complete 1-hour Communicable Disease Overview Training.

**Anticipated Hire Date:** Monday, September 14, 2020

**How to Apply:** send cover letter and resume to [bsadirector@bspc.org](mailto:bsadirector@bspc.org). Type “Building Monitor” in the subject line.