



Position Title: **Security**  
Reports to: Chief Operating Officer/Director of Housing  
**Part-time, hourly**

Candidate will provide a security presence to ensure the safety of the families, employees, visitors and property of Gerard Place.

**Duties and Responsibilities:**

- Greet and check-in visitors that enter building and verify identification.
- Nightly apartment checks of families in housing program.
- Monitoring of external property and buildings on campus.

**Requirements:**

- Applicant must be available evenings, overnights, weekends and holidays.
- Associates degree or high school diploma/GED and equivalent experience.
- Experience in security preferred.
- Ability to maintain confidentiality and professionalism.
- Background check required for employment.
- Complete required training as assigned.

**Salary range:** \$16-19 hourly, salary commensurate with experience.

**Application deadline:** Open until filled. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

**Email resume and cover letter to Dana Guagliardo at:** [dguagliardo@gerardplace.org](mailto:dguagliardo@gerardplace.org)  
**or mail to:** Gerard Place, Attn: Dana Guagliardo, 2515 Bailey Avenue, Buffalo, NY 14215  
*No phone calls please.*

*Gerard Place is an equal opportunity employer.*