



NOTICE OF OPEN POSITION

Title: Duke Farms Security (Seasonal)
Location: Duke Farms, Hillsborough, NJ
Reports to: Manager, Public Safety
Status: Temporary –Seasonal – Non-Exempt

Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

JOB SUMMARY

The Seasonal Security Person is a member of the Duke Farms Safety and Security Department. These individuals are responsible for assisting Safety and Security staff with management of public visitation at Duke Farms during peak visitation times. Primary responsibilities include the management of visitors parking and entering Duke Farms, and may also include assisting with all other aspects of Safety and Security including patrol, crossing pedestrians and enforcing Duke Farms' rules.

ESSENTIAL JOB FUNCTIONS

Employee shall work directly with the Duke Farms Safety and Security Staff and report to the Public Safety Manager. They will be responsible for assisting with parking vehicles and pedestrian and bicyclist entering the property during peak visitation, which may include any or all of the follow:

- Assist with visitor parking in the main parking lot;
- Assist with all pedestrians and bicyclists entering the property;
- Maintain a patrol of the parking lot with a GEM or bicycle;
- Foot patrol in the main parking lot;
- Assist visitor services with making sure all vehicles have a reservation to enter the property;
- Safely cross or assist visitors away from motor vehicle traffic keeping all visitors on the pedestrian path;
- Relieving other staff for breaks;
- Working during busy days at Duke Farms including weekends;
- Assist Safety and Security when needed.

Employee shall also be responsible for the proper and safe operation of an electric GEM vehicle or Bicycle.

- Maintain a high visibility patrol throughout the park;
- Assist visitors with directions, building locations, tram stops, etc.;
- Respond to medical aid calls, missing person calls, bicycle accidents, etc.;
- Assist Duke Farms' security patrol and/or with public parking when needed, especially during peak periods of visitation and special events, including weekends;
- Assist outside agencies entering the park, such as Police, Fire and/or Ambulance;
- Assist with South Gate Guard crossing breaks when needed;
- Perform other related responsibilities as may be directed by the Manager of Safety and Security.

Seasonal Security is expected to work Saturday, Sunday and possibly one day during the week as needed. The hours of employment are 10 am to 6 pm but may vary. A schedule will be provided advising the employee days of work.

Employee(s) will be trained in the following areas by Duke Farms Security Staff:

- Visitor Safety;
- Duke Farms Security Standard Operating Procedures;
- Assisting and interacting with all visitors in a professional manner;
- Important locations, including all gates, buildings, lakes, services, etc.;
- Knowledge of roadway;
- Bicycle safety;
- All items permitted or not permitted within the park;
- Certain areas visitors are not allowed;
- Assisting outside agencies such as Police, Fire and Ambulance;
- First Aid, CPR and AED training;
- South Gate Guard Detail / Crossing.

QUALIFICATIONS

- Interest in public safety, natural resources, and environmental sustainability. Relevant work experience preferred but not required;
- High school degree or equivalent. Relevant college coursework preferred but not required;
- Verbal communicational skills and comfort with public interactions;
- Able to traverse the 2700+ acre Duke Farms' property;
- Willingness to work indoors and outdoors under various weather conditions;
- Willingness to be trained to administer basic First Aid;
- Ability to work and non-traditional work schedule - outside of traditional business hours, including weekends and occasional holidays;

- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by “Seasonal Security” in the subject line.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion, or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations, and communities to apply.