



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: TRMF Security Guard

Non-Exempt: Hourly worker and **Seasonal Worker**

Position Summary:

Help to maintain a safe and secure environment for both guests and employees. To be visible both to guests and employees, being proactive in preventing disturbances before they start. Demonstrate high morals and character, and be a good citizen of the Medora Community.

Essential Job Functions:

- This position is an evening position running from 9 p.m. until 5 a.m. 5 nights/week
- Working at Bully Pulpit Golf Course from 9 p.m.- 10 p.m. 5 nights/week
- Working from 10 p.m.- 5 a.m. at TRMF hotels, Life Skills Center, and employee housing areas
- Answer any alarms or disturbances at TRMF properties
- Write daily reports of activities and irregularities
- Call Police or Fire Departments in cases of emergency, such as fire or presence of unauthorized persons
- Warn persons of rules, infractions or violations
- Providing personal assistance, temporary first aid/CPR as trained until first responders arrive, emotional support, or other personal care to others such as co-workers and Medora guests
- Report directly to the COO; must work closely, maintain positive relations and communicate well with local law enforcement, employees, and residents of Medora.
- Responsible for a written nightly report to be given to COO of TRMF
- Must be able make clear judgements to protect safety of employees, guests, and self in stressful situations

Areas of Responsibility:

- Bully Pulpit Golf Course
- Rough Rider's Hotel
- Badlands Motel
- Bunkhouse Motel
- Girls Dorm
- Boys Dorm
- Life Skills Center

Other Responsibilities:

- Other duties assigned by the COO. The Security Guard must maintain a high level of confidentiality regarding TRMF information, guests and staff.

ADA Requirements

- Continuously
 - Stand
 - Walk
 - Drive
 - Talk
 - Hear
 - Visual Acuity: to maintain safe surroundings in daylight and nighttime, and to identify dangers during those times.
- Occasionally
 - Crouch
 - Bend
 - Climb
 - Jog
 - Run
 - Kneel
 - Grasp
 - Lift up to 25 pounds
 - Restrain up to 200 pounds
- Environmental Conditions
 - Continuously in outdoor weather conditions including heat and humidity.

Qualifications and Education Requirements:

- Must be CPR/First Aid Certified (if not, classes may be provided in Medora.)
- Must be well versed in North Dakota and Medora law.
- Must have a valid driver's license from the United States

Supervision:

- Reports to the COO; available to Managers on site.
- This is not a supervisory role.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.