

Job Title: Director of Security

Scope of Job: Oversees the security department as well as the lifeguards.

Principal Functional Responsibilities:

- Completes timesheets bi-weekly
- Hires, terminates and trains new security officers
- Monitors in and outbound traffic (pedestrian and vehicle)
- Patrols club perimeter daily (docks, clubhouse, and parking lots)
- Check members/reciprocals decals and ID cards daily
- Reviews daily activity reports
- Reviews incidents reports.
- Conducts employee evaluations.
- Checks AED machines every month
- Schedules security staff based on club events
- Issues member and employee decals
- Enforces club rules and bylaws
- Hires lifeguards during the summer
- Parking enforcement
- Document incoming and outgoing boats
- Manages insurance papers for boat workers
- Issues boat workers badges
- Attends weekly manager meetings
- Keeps all manuals, passes, and rules regulations updated

Reports to: General Manager