



**Position Title:** Part-Time Public Safety Officer

**Department:** Security

**Supervisor:** Manager of Public Safety

**Applicants can submit a resume via e-mail to [careers@javitscenter.com](mailto:careers@javitscenter.com)**

The Javits Center is considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows, and special events on Manhattan's West Side. These large-scale events have generated billions of dollars in annual economic activity for New York City and New York State, supporting thousands of jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

### **Position Summary**

We are seeking a highly experienced and professional Security Guard with at least 3 years of experience. This role is unarmed and involves ensuring the safety and security of personnel, visitors, and property through proactive patrols, incident response, and enforcement of site policies and procedures. The ideal candidate will possess exceptional situational awareness, crisis response skills, and a deep understanding of public safety protocols.

The compensation for this position is \$30.00 Per Hour.

### **Primary Responsibilities**

- Perform routine patrols of assigned areas to detect and deter suspicious or unauthorized activities.
- Monitor surveillance systems and alarm panels; respond to incidents as necessary.
- Serve as a visible deterrent to criminal activity while maintaining a professional demeanor.



- Investigate and document security incidents, accidents, or breaches, producing accurate and timely reports.
- Enforce access control policies, verify credentials, and screen individuals entering secure areas.
- Assist in emergency response situations including evacuations, medical emergencies, and potential threats.
- Collaborate with local law enforcement, emergency services, and site management as needed.
- Provide support and guidance to other security personnel using prior law enforcement experience.
- Maintain knowledge of and compliance with applicable safety regulations and site-specific protocols.
- Participate in ongoing training to stay current with security best practices.

### Qualifications

- 3 years of experience as a security guard, preferably in large scale events.
- Valid state-issued security guard license.
- Current F-01, F03, and F-04 certification, or willingness to obtain.
- Current CPR, AED, and First Aid certification (or willingness to obtain).
- Demonstrated ability to remain calm and effective under pressure.
- Strong verbal and written communication skills.
- Ability to work independently or as part of a team.

### Preferred:

- **Active or retired law enforcement officer (local, state, or federal).**
- Experience in private security, event security, or facilities management.
- Familiarity with incident command systems and emergency response protocols.
- Working knowledge of security technology (CCTV, access control, radio communications).

### Job Requirements:



- Stand, walk, or patrol for extended periods.
- Must be able to respond quickly in emergency situations.
- May be required to lift or move objects up to 50 lbs

*The policy of this company prohibits any employment practice which in any way discriminates or tends to discriminate against any person, employee, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, past service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.*

*In adherence to our commitment to fostering an inclusive and accessible workplace, the Javits Center extends its dedication to providing reasonable accommodations. Candidates requiring adjustments during the application process or employees seeking workplace accommodations are encouraged to liaise with our Human Resources department.*