



## **The Pingry School Operations Officer**

### **About Pingry**

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 dynamic students. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

### **Position Summary**

#### **Type: 12-month, Full-Time Salaried Staff**

This position is at Pingry's Basking Ridge Campus. This position will generally have hours between 7:30 a.m. to 8:30 a.m. on weekdays, 2:00 p.m. and 9:00 p.m. on weeknights, and 7:00 a.m. to 7:00 p.m. on weekends, as needed, with a rotating shift. Operations Officers will staff the reception station located inside the BAC Entrance and the Main Building, as well as rove/cover all athletics competition spaces during games and matches.

### **Key Responsibilities**

Operations Officers will be visible and personable. They will act as a liaison of Pingry's resources, reputation, and the safety of the school community, tasked primarily with Safety and Security and Site Management.

#### **Safety and Security**

- Promote the safety and welfare of our entire community by implementing reception screening techniques and protocols while maintaining a friendly and warm welcome for guests.
- Thoroughly understand and implement the Standard Response Protocol, and Pingry's policies with regard to emergency operations and incident management.
- Understand and utilize the school's calendar, radio, security camera, telephone, and access control systems in order to respond appropriately and helpfully in emergencies.

#### **Site Management**

- Operations Officers will have a thorough understanding of what activities and events are taking place at Pingry throughout each day and who should be on campus, when, and for what purpose.
- Serve as a friendly yet strong gatekeeper to our school's buildings and resources.
- Greet opposing teams, referees, visitors, and fans, welcoming them to Pingry and directing them to locations appropriate for their visit, supporting their needs for resources along the way.
- Supply support, after school, in high traffic locations to aid in the safe movement of vehicles and students on campus.

- Reliably problem solve, armed with the necessary information and possible action steps, to effectively and efficiently resolve incidents that may arise.

### **Coaching / Site Managing**

- Opportunities are available to coach two (2) levels (Middle School and Upper School) of a Pingry sports team in at least one, but not more than two seasons throughout the year, to be determined based upon the needs of the school in consultation with the Operations Officer.

### **Preferred Skills and Experience**

- Excellent interpersonal and customer service skills.
- Ability to proactively identify and resolve operational problems and conflicts as they arise.
- Flexible and collaborative approach to resolving business issues as they arise.
- Ability to lift 50 lbs.
- Ability to walk long distances and be upright for extended periods of time.
- Prior experience with Google business applications, in particular Gmail and Google Calendar, as well as an ability to quickly understand and master various web-based computer applications such as School Messenger, Gate Guardian, and Milestone X Protect.

**Qualified candidates are invited to send a cover letter and resume to Mary Kokie McNaugher, Talent Acquisition Manager, [mmcnaugher@pingry.org](mailto:mmcnaugher@pingry.org).**

## Academic Year - Sample Season Schedule:

\*schedule is due to change\*

Fall	Monday - Friday	Sat. (9am-9pm) <small>*changes week to week</small> SITE MANAGING	Sun. (9am-9pm) <small>*changes week to week</small> SITE MANAGING
Temperature Check 7:30a – 8:30a	All Operations Officers	X	X
BAC Desk 2p - 6p	Operations Officer 3	Operations Officer 3	X
Middle School Coaching /Upper School Coaching or Site Managing 2p - 7p	Operations Officer 2	X	Operations Officer 2
Middle School Coaching /Upper School Coaching or Site Managing 2p - 6p & BAC Desk 6p - 9p	Operations Officer 1	X	X
Winter	Monday - Friday	Sat. (9am-9pm) <small>*changes week to week</small> SITE MANAGING	Sun. (9am-9pm) <small>*changes week to week</small> SITE MANAGING
Temperature Check 7:30a – 8:30a	All Operations Officers	X	X
BAC Desk 2p - 6p	Operations Officer 1	Operations Officer 1	X
Middle School Coaching /Upper School Coaching or Site Managing 2p - 7p	Operations Officer 3	X	Operations Officer 3
Middle School Coaching /Upper School Coaching or Site Managing 2p - 6p & BAC Desk 6p - 9p	Operations Officer 2	X	X

<b>Spring</b>	<b>Monday - Friday</b>	<b>Sat. (9am-9pm) *changes week to week SITE MANAGING</b>	<b>Sun. (9am-9pm) *changes week to week SITE MANAGING</b>
Temperature Check 7:30a – 8:30a	All Operations Officers	X	X
BAC Desk 2p - 6p	Operations Officer 2	Operations Officer 2	X
Middle School Coaching /Upper School Coaching or Site Managing 2p - 7p	Operations Officer 1	X	Operations Officer 1
Middle School Coaching /Upper School Coaching or Site Managing 2p - 6p & BAC Desk 6p - 9p	Operations Officer 3	X	X