



Campus Safety & Operations Assistant

The Savannah Country Day School is seeking a Campus Safety & Operations Assistant to join the Operations Department. Under the general supervision of the Operations Director and Assistant Director, the Campus Safety & Operations Assistant plays a key role in providing a safe and welcoming environment for students, faculty/staff, families, and visitors.

Excellent communication and interpersonal skills are essential to provide both security and customer service in greeting visitors and verifying visitor identification. The ideal candidate will be able to work alone with attention to detail, while also recognizing the team-focused nature of the Operations Department. The Operations Department includes approximately twenty-five (25) team members working in Maintenance, Athletics/Grounds, Event Setups/Teardowns, Safety, Transportation, and Housekeeping roles, with responsibility for more than thirty (30) buildings and six (6) sports fields situated on our sixty-five (65) acre campus.

Typical duties and responsibilities may include, but are not limited to the following:

- Serving as the first point of contact to visitors and guests entering our main administrative building, greeting guests, verifying visitor identity and purpose of visit, and issuing visitor badges.
- Enforcing campus access and security policies and procedures in a professional manner.
- Assisting with the coordination of Welcome Center/gate staff and third-party security support for daily and special event coverage. Serves as a liaison to external support vendors including Savannah Police Department, Coastal Security Services, and EMT providers.
- Providing response support to campus incidents, alarms, and emergency situations in accordance with established procedures. Serving as a key point of contact during emergency drills and training.
- Assisting the Director of Operations in the development and implementation of security plans for large events on and off campus.
- Utilizing security camera and surveillance systems, as well as databases and spreadsheets to retrieve and maintain information.
- Managing faculty and staff identification, building access, and emergency alert badges.
- Completing routine administrative tasks, such as answering phones, data entry, and maintaining records.
- Typical working hours are 7:30am-4pm Monday through Friday. Overtime, and evening or weekend hours may be required to support campus events.

Qualifications:

- High School Diploma or equivalent required. College degree preferred.
- Valid driver's license required.
- Three (3) to Five (5) years' related work experience desired.
- Prior experience in school security, law enforcement, military, or public safety strongly preferred.
- Computer skills required to work in Google platform applications (Gmail, Docs, and Sheets), as well as to utilize a time clock and communicate via text messages.
- Familiarity with security systems and visitor management technology is desired.
- Excellent communication and interpersonal skills are required to interact professionally and appropriately with faculty/staff, parents, visitors and guests. Customer service experience is a plus.
- Strong problem-solving skills are required, with the ability to make sound decisions and remain calm under pressure or in emergencies.
- Must have a positive attitude and the flexibility to shift priorities as needed.
- Must possess the ability to work both independently, and also in a team environment.

Physical Demands:

Work requires regular sitting, standing, walking, stooping, bending, pushing, pulling, crouching, and occasionally lifting objects over 25 pounds. Full range of hand and finger motion may be utilized for data entry purposes. Work is performed in campus buildings and outdoors where the employee is occasionally exposed to heat, cold, or inclement weather. The employee is exposed to dirt, dust, grease, and machinery with moving parts.

To Apply:

Interested candidates should send resume and cover letter to Rich LaRossa rlarossa@savvcds.org. Candidates must pass a criminal background check, Motor Vehicle Records check, and reference check.

About Us:

Savannah Country Day traces its origins back to the 1905 founding of The Pape School, an institution long recognized for its academic excellence and college preparatory curriculum. Led by a group of visionary parents who saw the continued need for a first-rate college preparatory school in Savannah, the founders of Savannah Country Day built upon the assets of the Pape School and created a school with a recognized tradition of academic excellence across the southeast. Today, Savannah Country Day School is Savannah's preeminent college preparatory school providing a rigorous, yet supportive learning environment for a wide variety of motivated learners. Enrolling over 1000 students ranging from infants to 12th grade, SCDS is truly a family school. Situated on a beautiful, 68-acre campus on the south side of historic Savannah, Georgia, SCDS has a 6:1 student to teacher ratio, an unparalleled arts program and a full range of athletic and extracurricular opportunities.

Inclusion at Savannah Country Day School:

The Savannah Country Day School is guided by the school's mission statement which includes:

- that each student's life is enriched in a diverse community where differences among people are affirmed and celebrated.
- that the school shares with families the responsibility for fostering in each student strength of character, a sense of personal responsibility, and an attitude of faith, reverence, and tolerance.

SCDS seeks candidates of all cultures and backgrounds who embrace the school's mission of diversity, are eager to engage in the work of inclusion and have a desire to join a community of diverse individuals who celebrate their similarities while also recognizing their individuality.

Equal Opportunity Employer