



## **JOB DESCRIPTION**

**Position:** Security (Weekday)

**Program:** Guadalupe Homeless Project (GHP)- Women's Shelter (WS)

**Status:** Full-time, Non-Exempt (40 hrs/week)

**Reports to:** Program Director

**Payrate:** \$18.00-\$20.00

**Organizational Background:** Proyecto Pastoral was founded in 1986 to empower the Boyle Heights community through grassroots projects in education, leadership, and service. Proyecto is a highly effective community-based organization that focuses on building residents' leadership to create change in their community. Our initiatives include: Guadalupe Homeless Project, an emergency shelter and clothing distribution center for recently immigrated men and senior-aged women; IMPACTO, a multi-faceted youth development program; Early Childhood Education Centers, focused on preparing children 18 months to 5 years old for Kindergarten; and Comunidad en Movimiento, focused on civic engagement and leadership development. Proyecto Pastoral is the backbone organization for Promesa Boyle Heights, a cradle-to-college/career initiative. Proyecto Pastoral serves nearly 8,000 children, youth, and families.

### **KEY RESPONSIBILITIES:**

Shift: Monday-Friday 12:00 a.m.-8 a.m.

- Security Personnel is required to have a security guard card
- To Professionally and effectively interact with all shelter residents
- Security personnel will maintain a safe environment for all shelter residents
- When necessary conduct a search of client and their belongings upon arrival at the shelter
- Perform routine security checks of shelter facility
- Distribute clean blankets/sleeping bags when needed
- Coordinate breakfast pick-up
- Other duties as assigned by the supervisor.

### ***General Proyecto Pastoral Employee Organizational Responsibilities***

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active and positive team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

### **SKILLS AND ABILITIES**

- Flexible, resilient, self-starter with a good sense of humor.
- Ability to work flexible hours (i.e. evenings and some weekends).
- Ability to speak and write in Spanish/English
- Ability to problem solve and use de-escalation techniques

### **Physical Requirements:**

- While performing the duties of this job, the employee will be required to sit, talk, hear, and type- at times for extended periods of time.
- The employee will also occasionally be required to stand, walk, and drive.
- The employee will occasionally be required to lift and/or move up to 20 pounds.

### **EXPERIENCE AND EDUCATION**



## Proyecto Pastoral at Dolores Mission

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Phone (323)881-0018 Fax (323) 268-7228  
[www.proyectopastoral.org](http://www.proyectopastoral.org)

A minimum of two years experience working with people in crisis or that demonstrates knowledge of security and managing a small site; preferred experience in Boyle Heights and/or in similar communities.

- Experience working collaboratively with diverse staff, program participants and community members.
- Knowledgeable about community resources
- Ability to motivate others
- Ability be culturally sensitive and to work in a variety of settings with culturally-diverse clients

Proyecto Pastoral is an equal opportunity employer. **Interested applicants should send resume and cover letter to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org)**