



JOB DESCRIPTION

Title:	Security Assistant
Organization:	Miami Music Project, Inc.
Classification:	Part Time, Temporary (Seasonal)
Reports to:	Site Manager
Start Date:	August 2025 (or until position is filled)
Compensation:	\$15 Hourly Rate

Organization Overview:

Miami Music Project is a 501(c)(3) nonprofit organization that uses music as an instrument for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society through the study and performance of music. Our vision is to create opportunity and access through music, improve the quality of life for children today, and ultimately empower them to transform their lives, the lives of their families, and their communities.

Founded in 2008 by conductor James Judd, Miami Music Project began as an in-school residency program with support from the Knight Foundation. In 2010, under the leadership of President & CEO Anna Klimala, the organization transitioned to an El Sistema-inspired model, launching its signature Children's Orchestras program to provide free, high-impact music education to underserved youth. Since its inception, Miami Music Project has served over 33,000 students and expanded to seven community chapters across Miami-Dade, becoming one of the largest socially transformative music initiatives in the US. Miami Music Project takes a comprehensive approach to understanding each student and the communities served, tailoring support to meet their unique needs and guiding them from their first notes to college acceptance.

Position Summary:

Under the supervision of the Site Manager, the Security Assistant is responsible for assisting the site coordinator in daily operations, providing protective service work to maintain and ensure the security of the students, staff and school property while adhering to established rules and regulations.

Essential Tasks:

The following list is intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position:

- Deter admittance of unauthorized persons to the premises and/or in the classrooms
- Patrol hallways, stairwells, restrooms and parking area throughout MMP class hours.
- Monitor the classrooms to assist teachers with student needs or to supervise
- Check all windows, doors and entrances of building to make certain they are secured.
- Investigate unusual conditions or disturbances.
- Aid in keeping children safe and orderly in bathroom, snack procedures, check-in, class switching and check out procedures.

- Escort disruptive students to site coordinator in order to call parents
- Control physical confrontations.
- Assist with emergency situations.
- Assist with the loading and unloading of busses (if required).
- Assist with chaperoning and security services for special events, concerts and field trips.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of practices concerning the protection of school buildings and grounds, children, teachers and staff;
- Ability to understand and follow oral and written instructions;
- Ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention;
- Ability to manage large groups of children effectively and efficiently in a kind and amicable manner;
- Ability to think and act quickly, effectively and responsibly under emergency situations;
- Ability to speak in a clear, understandable manner and comprehend/explain various types of information with a friendly disposition;
- Ability to establish and maintain effective working relationships with associates, students, parents and teachers;
- Ability to interact and deal effectively with people from varying social and cultural backgrounds.

EDUCATION AND EXPERIENCE

- High School Diploma or GED required;
- At least one year of working as a security guard/assistant;
- Some experience working with children.

PHYSICAL REQUIREMENTS

Significant standing; some walking, running, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; ability to lift 50 lbs. Possess physical and mental stamina commensurate with the responsibilities of the position.

Miami Music Project is firmly committed to a policy of equal employment opportunity. We do not discriminate against any employee or applicant for employment based on race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law. As permissible under applicable law, applicants will be subject to a pre-employment background check and drug test after receiving a conditional offer of employment. The background check will investigate criminal background and other matters related to suitability for employment, particularly since Miami Music Project works with children. Likewise, employment is contingent on receiving a negative test result for illegal drug use. Separate disclosure and consent forms will be provided prior to any background check or drug test.