



Volunteer Job Description

Position: Security Guard – Back Door
Team: Security
Reports to: Security Director

Purpose:

To maintain a safe and secure convention environment by ensuring everyone entering TitanCon has a valid membership badge.

Duties:

- Provide a friendly welcome to everyone
- Ensure everyone entering the convention floor through the Back Door has a valid TitanCon membership badge or is an employee of the hotel
- Be courteous to any hotel guests while turning them away
- Maintain vigilance for suspicious activities and behaviour
- Report suspicious activities or serious incidents to Security Director, Operations Director, Programming Director or hotel staff in an emergency
- Respond and deal calmly with a serious incident, but only if it is safe to do so and you feel comfortable in taking that role. Otherwise please report immediately as detailed above.
- Ensure hand over of duties to another member of the Security Team or trusted volunteer if the need arises for an emergency break during your shift
- Provide information and assistance to attendees throughout the day

Skills:

- Good observational ability

Hours:

08.30-20.00

We will require 1 Security Guard on duty at the Back Door at all times. Shifts will be organised to ensure everyone gets regular breaks. Shift times will be organised and agreed with individuals on Friday.