



Volunteer Job Description

Position: Security Guard – Green Room
Team: Security
Reports to: Security Director

Purpose:

To maintain the security and privacy of our guests within the Green Room and protecting their valuables stored inside during the day.

Duties:

- Provide a friendly welcome to everyone
- Ensure everyone attempting to enter the Green Room is a Guest or has Committee level or Guest Liaison access
- Be courteous to TitanCon attendees 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:

08.30-19.30

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