

Lake Wallkill Community, Inc.

Job Description

Position Title: Vice President, Security

Reports to: President

Date Created: 9/23/11

Last Reviewed: 5/18/2012

I. Position Summary.

Responsibilities:

- Responsible for all aspects of Lake Wallkill Security

Essential Functions or Duties

II. Description of Duties

- Attend and actively participate in all duly scheduled meetings of the Management Committee.
- Harmoniously works together with Management Committee members to solve problems/challenges or capture opportunities for the benefit of the community.
- Stays current, is familiar with and abides by the Lake's By-Laws and Rules & Regulations.
- Review and analyze monthly financial reports provided by the Treasurer.
- Lead or participate in standing or special committees as requested by the President.
- Provide budget input to the Treasurer for Security related funding requirements.
- Make timely updates to Treasurer for any budget variance. Variances in excess of 10% of annual budget require detailed explanation.
- Supervises Badge Checker. Reviews day to day activities and ensure they are aligned with Management Committee priorities. Assists in resolution of member issues/complaints.
- Develops the security plan for Lake Wallkill with appropriate elements for both seasonal and year round coverage. Presents plan to Management Committee for approval.
- Enrolls member volunteers to assist with security or arranges paid security and/or off duty police as appropriate.
- Liaison to the Vernon Township Police Department in matters of security or the reporting of illegal activity within the Lake.

III. Special Duties

- Maintains relationships with the outside services providers for Security including private contractors and off duty police.
- Responsible for the Lake video surveillance system. Conducts periodic checks to assure proper function. Conducts reviews of video recordings in the event of a security incident.

IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Diplomatic in dealing with conflicts that can arise from member interactions.
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.
- Experience in security management helpful.

V. Accountability

Officers maintain a fiduciary responsibility to the Management Committee and the Membership at large.