



Notice of Open Position

Title: Safety and Security Officer, Safety and Security
Location: Duke Farms, Hillsborough, NJ
Reports to: Manager, Public Safety
Status: Temporary Seasonal, Part-Time, with Opportunity for Regular Employment, Non-Exempt

Located in Hillsborough Township, New Jersey, Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region. Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

The Doris Duke Charitable Foundation's mission, grantmaking programs, museums and centers are guided by Doris Duke's will and operated through five related philanthropies: the Doris Duke Charitable Foundation, the Doris Duke Foundation for Islamic Art, the Duke Farms Foundation, the Doris Duke Foundation and the Doris Duke Management Foundation. The Doris Duke philanthropies operate and support three sites in accordance with the wishes of Doris Duke. These properties, all former residences that belonged to Duke, now serve the public in ways that extend her legacy and advance the mission of the Doris Duke organizations. Duke Farms, her former residence in Hillsborough, N.J., is now 2,700-acre center for environmental stewardship.

Our professional staff actively manages and stewards our resources to support ecological diversity, sustainability, natural beauty, and public engagement. Our wide-ranging sustainability efforts include operation of a 1000-acre park and associated infrastructure supporting over 200,000 public visitors a year.

JOB SUMMARY

The Duke Farms Safety and Security Officer is a member of the Duke Farms Operations Team, Safety and Security Department. The Safety and Security Department is responsible for maintaining a safe and secure environment for Duke Farms staff, visitors, volunteers, and contractors, as well as safeguarding property assets.

The Safety and Security Officer reports to the Manager of Public Safety.

This is a part-time seasonal position with the opportunity for regular part-time employment.

ESSENTIAL JOB FUNCTIONS

Safety and Security

- Perform the duties of a Safety and Security Dispatch Officer, which includes monitoring alarm signal flow, monitoring CCTV cameras, and appropriately responding to emergencies per the Safety and Security standard operating procedure manual.
- Perform the duties of a Safety and Security Patrol Officer, including patrolling Duke Farms, assisting visitors and staff, responding to emergencies, and administering basic first aid per the Safety and Security standard operating procedure manual.
- Identify safety concerns and coordinate with the Safety Coordinator to take appropriate actions to report and/or remove the risk.
- Secure Duke Farms buildings, vehicles, and other assets as well as those of employees, volunteers, visitors and residents, where appropriate.
- Execute basic firefighting and fire safety duties (i.e. using a fire extinguisher) when safe and appropriate to do so.
- Complete and submit daily reports, daily shift logs, dispatch logs and incident reports in a timely fashion.
- Perform other duties as required.

QUALIFICATIONS and REQUIREMENTS

- Associate degree or at least 2-years relevant experience.
- Interest in public safety, natural resources, environmental education, and environmental sustainability.
- Good communication skills and highly comfortable with public interactions.
- Able to traverse the 2700+ acre Duke Farm's property as well as travel to other locations.
- Willing to work indoors and outdoors under various weather conditions.
- Able and willing to work outside of traditional business hours, including weekends, evenings, and holidays.
- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity.
- Willing to be trained to administer basic First Aid.

As a condition of employment, new hires are required to be up to date with an FDA authorized vaccination against COVID-19, including booster; proof of vaccination series and booster will be required upon beginning employment. Reasonable accommodation for legally required exemptions will be considered on a case-by-case-basis in accordance with applicable law.

COMPENSATION and BENEFITS

- Salary is competitive with the market.
- Paid holidays.
- 401(k) plan with employer contribution equal to 15 percent of base pay.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. **Include your LAST NAME followed by “Duke Farms Safety and Security Officer” in the subject line.** Applications will be accepted until filled. No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion, or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations, and communities to apply.