JOB DESCRIPTION

POSITION: Event Security

LOCATION: Horse Racing New Brunswick

STATUS: Event Based – Hourly

DATE TO OFFER: March 14, 2009

GENERAL RESPONSIBILITIES:

- Communication to staff, horsemen, horsemen groups, Industry representatives, general public and customers.
- Ensure safety of all visitors and guests to grounds and facilities.

ESSENTIAL SKILLS:

- Manage multiple tasks and programs.
- Computer literate, including Microsoft Word, Microsoft Excel, Internet and Email.
- Able to communicate effectively: both written and verbally.
    - Communicate and work with staff and volunteers with attention to detail and immediate follow up.
    - Communicate and work with general public with attention to detail and immediate follow up.
- Understanding of horse racing, various industry branches and programs offered.

NOTE:
The following programs/events/projects identify the main responsibilities of the said employee. The identified staff person is responsible to lead the program/event/project to its predetermined goals.

As work at Horse Racing New Brunswick is primarily team based, individuals constantly support one another in all programs/events/projects beyond the employee's main area of responsibility.

MAIN RESPONSIBILITIES:

- Security at Live and Simulcast racing events and other events as requested;
- Provide a safe facility and venue for race patrons, horsemen, horses, workers, and general public;
- Ensure that people crossing the racing surface are escorted quickly and safely to their destination;
- Ensure that pari-mutuel tellers are safe from public confrontations;
- Ensure that entrances and exits are properly managed;
- Be properly attired in HRNB attire;
- Advise appropriate management and/or supervisor of guest complaints immediately;
- Must be available to work all shifts including weekends and holidays;
- Assist management with training and orientation of new security personnel;
- Protecting Horse Racing New Brunswick property;
- Patrolling property and dealing with accidents, collisions, medicals, disputes, lost persons, fire, theft, crowd control, intoxication, and other related incidents.