

Lake Walkkill Community, Inc.

Job Description

Position Title: Badge Checker

Reports to: Vice President, Security

Date Created: 2/27/2012

Last Reviewed: 5/18/2012

I. Position Summary.

Responsibilities:

- Checks Membership Identification, compels people without identification to leave community property
- Perform as an ambassador for the Lake on behalf of the Management Committee

Essential Functions or Duties

II. Description of Duties

- Together with the VP Security, develops a schedule of random days/times, including some evenings, to patrol beach and other community property as appropriate.
- Shall approach people present on community property and assess their membership identification. If not apparent, diplomatically asks for identification. Thanks members with proper identification and communicates to others lacking identification to compel them to leave the premises.
- Reports chronic member identification issues to the VP Security for escalation and action by the Management Committee.
- Communicates and coordinates with the Office Manager to stay current on Members in good standing and those with membership privileges suspended to be most effective in performing their responsibilities.
- Makes recommendations to the Management Committee on policies or procedures that would assist the Badge Checker carrying out their responsibilities.

III. Expectations

- The Badge Checker shall function as an ambassador on behalf of the Management Committee because this position has significant contact with membership. Tolerance, patience, empathy and composure are traits that will serve the Badge Checker well and help avoid escalation of issues members are facing.

IV. Qualifications

- Personable, able to confront people for identification in a kind and empathetic manner. Able to be firm but respectful to people that are asked to leave premises.

VI. Physical and work condition demands of the position

- Walking/on feet for extended periods of time
- Exposure to sun consistent with outdoor work environment

VII. Appropriate Dress

Badge Checker should use discretion and wear attire appropriate to the environment and as a representative of the Lake Management Committee.