



## Atlanta Youth Academy

### **Operations Assistant/Campus Safety Officer**

*About Atlanta Youth Academy:* Atlanta Youth Academy (AYA) is a Christian preparatory school for inner-city youth in Pre-K through 8<sup>th</sup> grades that was founded in 1997. AYA exposes students who otherwise would not have access to such opportunity to life-changing experiences, launching them to a brighter future in high school, college and beyond.

*Position Overview:* The Operations Assistant/Campus Safety Officer is a full-time position which reports to the Operations Manager and works closely with the Business Office, Development Office, Director of Students Programs, and the President. This position will provide oversight of the campus during the evening hours and assist in operations preparations for school activities.

#### *General areas of responsibility:*

- Work closely with the operations manager to oversee daily safety measures and operations
- Oversee nightly campus operations including AfterCare dismissal, Sports, Exterminator, Custodial, other extracurricular activities
- Act as an unarmed security patrol - deterring and mitigating unusual activity
- Perform minor cleaning tasks
- Create and manage a list of facility needs
- Complete detailed assessments of room condition and damages
- Provide support to Operations Manager as and when required.
- Inventory and database management

#### *Requirements:*

- High school diploma or GED certificate
- 3 years of experience in a related position
- Proficiency with Microsoft 365 Office Suite
- Superb time-management and organizational skills
- Ability to lift 50 pounds
- Must be able to walk the campus and run if necessary
- Must be able to use physical agility and strength to defend self and detain persons using force if necessary.



## Atlanta Youth Academy

A complete candidate package includes:

- Letter of interest
- Resume
- 3 references (2 professional including a supervisor; 1 personal)

To apply, please send cover letter, resume and other required documents no later than April 14, 2023 to [businessoffice@atlantayouthacademy.com](mailto:businessoffice@atlantayouthacademy.com)

*The Atlanta Youth Academy exists to advance the kingdom of God by offering an excellent Christ-centered education to low-income, urban communities.*