



**BOYS & GIRLS CLUB**  
OF BURBANK AND GREATER  
EAST VALLEY

**Job Description:**

**Title:** Gate Monitor

**Reports to:** Unit Director

**Work Schedule:** Part time, 15-18 hours per week

Monday, Wednesday, Thursday, and Friday 3pm - 6pm and Tuesday 2pm - 6pm hours as scheduled during school breaks, additional hours as required to meet job responsibilities.

**Pay:** \$20 per hour

**Job Summary:**

The primary responsibility will be overseeing access to the school campus, monitoring incoming and outgoing students, parents, staff and visitors. The gate monitor will enforce school policies, verify identification and permissions, and respond effectively to emergencies and evacuations.

**Responsibility Overview:**

- Secure the entrance/monitor access
- Oversee the entry and exit of students
- Grant access to parents
- Respond quickly and effectively in emergency protocols and evacuations
- Coordinate with staff/programs from BUSD and BGC to assist students leaving the school grounds
- Ensuring safety and security of students, staff, parents and visitors by verifying identification and permissions
- Provide friendly and helpful assistance to parents and students with directors
- Enforce school policies related to gate access and student pick up/drop off procedures
- Maintain accurate records of visitors and purpose of the visit
- Maintain a professional and positive demeanor at all times
- Assume other duties as assigned
- Maintains close daily contact with staff (professional and volunteer), members, and parents



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**Knowledge/Skills Required:**

- Excellent communication and interpersonal skills
- Ability to handle stressful situations calmly and professionally
- Ability to work both independently and collaboratively in varying environments
- Ability to multi-task in a fast-paced environment
- Learn mission, language, and goals of the organization
- Ability to organize time well
- Reliable means of transportation
- Ability to use email and other necessary programs for record-keeping purposes
- CPR/First Aid Certification

**Physical Requirements:**

The Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to stand for prolonged periods of time.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

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**Employee Signature**

\_\_\_\_\_  
**Date**

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**Chief Executive Officer Signature**

\_\_\_\_\_  
**Date**