



DROP-IN ACCESS CENTER FOR PEOPLE EXPERIENCING HOMELESSNESS

Security Guard

Part-Time | *21 hours/week*

\$27/hour | non-exempt

ORGANIZATION

NoHo Home's Drop-In Access Center provides essential services like meals, clothes, and showers as a means to build relationships with our unhoused neighbors. We nurture community with the understanding that change becomes possible in the context of safe, reliable relationships that affirm human dignity.

ROLE SUMMARY

The Security Guard is responsible for fulfilling our top priority: to keep our volunteers, staff and guests safe. This role helps us prevent conflict, de-escalate altercations, and maintain a welcoming environment. The position is vital to the lasting relationships of trust we nurture with community. As part of their duties, the Security Guard is responsible for coordinating set-up and take-down of Access Center equipment and stations at the start and end of each service day.

This role reports to the Executive Director. This is a part-time, in-person position: Mondays, Tuesdays, Wednesdays, and Fridays, 7:30am-12:30pm, in North Hollywood and Studio City. Staff are also required to attend the weekly Staff Meeting on Thursdays (10:45AM – 11:45AM, virtual via Zoom), totaling 21 hours a week.

RESPONSIBILITIES

- Maintain visual awareness of public areas of the Drop-In Access Center
- Lead set-up and tear-down of outdoor program area.
- De-escalate incidents – in the case of conflict or escalation involving a guest, assess and deploy methods to minimize conflicts and preserve the safety all attendees. In conflict situations, staff and volunteers defer to the Security Guard for immediate response and crowd management.
- Maintain the Disciplinary Protocols of the site, implement warnings and consequences for infractions of the Community Guidelines through direct, compassionate communication with guests
- Submit timely Incident Reports for high-conflict engagements, outlining circumstances, participants and witnesses, steps taken, and propose next steps



- Work in collaboration with Site Managers to create a safe, dignified environment where all guests feel welcome, safe, and part of a community that values their well-being

QUALIFICATIONS

- Experience as a security guard or relevant position
- Experience working in supportive environments with individuals from various backgrounds, including people who have experienced homelessness, incarceration, poverty, and/or discrimination.
- Knowledge of crisis intervention and de-escalation - proven ability to remain calm and respond appropriately in conflict situations.
- Individuals who have experienced housing and food insecurity are encouraged to apply

POSITION DETAILS

- **Part-Time** – Monday, Tuesday, Wednesday, Friday, 7:30am-12:30pm. Thursday, 10:45AM – 11:45AM. 21 hours a week.
- **Wages** – \$27.00/hour.
- **Benefits** – up to 40 hours of accrued paid time off a year in first year of employment. 10 paid holidays, and 2 weeks of paid vacation during the last two weeks of the year.
- **Equipment** – Walkie Talkies, high-vis vest, and a work cell phone will be provided
- **Locations** – North Hollywood and Studio City, CA | This is not a remote position

NoHo Home Alliance does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

TO APPLY: Email a resume and a short paragraph describing your interest in the position and the work at NoHo Home Alliance to info@nohohome.org.

START DATE: March 9, 2026



PHYSICAL REQUIREMENTS

Amount of Each Work Day Spent – **Standing** 50% **Walking** 50% **Sitting** 0%

Employee Works – **Inside** 10% **Outside** 90%

Working Environment – vinyl and carpeted flooring in program areas, cement flooring in kitchen and in exterior program areas.

Physical Activity Required	Never	Less than 1	1-2	3-4	5-6
Lifting under 10 pounds			X		
Lifting 10-25 pounds			X		
Lifting 25-50 pounds			X		
Lifting over 50 pounds	X				
Carrying under 10 pounds		X			
Carrying 10-25 pounds			X		
Carrying 25-50 pounds			X		
Carrying over 50 pounds	X				
Pushing/Pulling under 10 pounds			X		
Pushing/Pulling 10-25 pounds			X		
Pushing/Pulling 25-50 pounds		X			
Pushing/Pulling over 50 pounds	X				
Reaching above shoulder height			X		
Reaching at shoulder height			X		
Reaching below shoulder height			X		
Talking					X
Hearing					X
Vision					X
Stoop/Bend			X		
Squat		X			
Kneel			X		
Climb Ladders		X			
Climb Stairs		X			
Walk on uneven ground					X