Lummi Early Learning Programs
2645 Kwina Road Bellingham, WA 98226
Teen Parent Child Development Program* Lummi Nation Child Development Center
Early Head Start* Head Start* ECEAP

JOB ANNOUNCEMENT
JOB TITLE: Security Officer

OPEN: November 17, 2026
CLOSES: November 24, 2026
EXEMPT: No
JOB CODE: 700
SALARY: Education Salary Scale
DIVISION: Education
SHIFT: Day
DEPARTMENT: ELP
LOCATION: Early Learning Center
SUPERVISOR: Operations & Maintenance Manager
DURATION: Regular Full Time
VACANCIES: 1

JOB SUMMARY: Under the supervision of the Operations & Maintenance Manager, the ELC Security Officer will be responsible for the security of the Early Learning Programs Center. These duties will include manning the front desk, checking in and out all non-staff adults, escorting adults when needed, and securing the facility in the evenings.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Manning the front desk and checking adults in and out of the facility, keeping out drugs and alcohol, firearms, and unsafe and unapproved visitors.
2. Check incoming and outgoing backpacks for items not permitted in the center.
3. Always monitor video security cameras.
4. Conduct perimeter checks around the building and keep a daily log.
5. Ensuring that staff clock out whenever they leave the building for personal reasons.
6. Assist in keeping close control and monitoring of individuals on campus.
7. Escorting adults around the facility when needed.
8. Lock and secure the facility after the center closes for the day.
9. Maintain high professionalism and confidentiality.
10. Maintain a visitor's log.
11. Prepare reports or irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
12. Responsible for providing a written report of unusual occurrences with visitors or ELP employees.
13. Resolve conflicts, handle complaints, settle disputes and resolve grievances.
14. Provide assistance to classroom staff with students as needed.
15. Additional duties associated with safety protocols deemed necessary by Lummi Indian Business Council, Lummi Public Health, Lummi Early Learning and Education Departments.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year experience as an attendant or security personnel.
- Must be 21 years or older.
- Must possess a valid driver's license and meet eligibility requirements for Tribal insurance.
- Lummi/Native American/Veteran's preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work as a flexible and cooperative team member.
- Must be able to obtain & maintain First Aid/CPR, and HIV/AIDS training.
- Proficient computer skills.
- Ability to work with young children.
- Effectively communicate with Law Enforcement when needed.
- Able to pass a physical, lift 50 lbs.
- Maintain a professional appearance and demeanor. Wear provided "Security" shirts/coats during work hours.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or control over children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- LIBC 603 drug and alcohol use policy; Taking our using lawful prescriptions consistent with standard dosage recommendations is not prohibited behavior, but employees taking prescribed drugs which can cause drowsiness or have other behavioral side effects must inform their supervisor when they begin and when they stop taking such medication. Violations may lead to disciplinary action.
- Must pass Washington State Department of Children Youth and Families background check.
- MMR immunity.
- Must pass an initial health examination to include required immunizations (Hep B, Tetanus, etc.).

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: https://www.lummi-nsn.gov/widgets/JobsNow.php or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.