



National Law Enforcement Officers
M E M O R I A L F U N D
RESPECT. HONOR. REMEMBER.

**National Law Enforcement Officers
Memorial Fund Job Description**

Position: Memorial Assistant

Incumbent: Open

Reports to: Assistant Director of Programs

Direct Reports: N/A

Position Summary:

The Memorial Assistant serves all National Law Enforcement Officers Memorial stakeholders by keeping the Memorial and Kiosk clean, attractive and safe, while assisting visitors with locating their loved one's name on the wall and providing explanations and tours about the Memorial.

This is a 40 hour per week position. The incumbent will work 8 hours per day; 5 days per week (Wednesday – Sunday), with a 30 minute per day, non-paid, lunch break. It is the incumbent's responsibility to submit a signed time sheet weekly.

Primary Areas of Responsibility:

- Keeps visitor pavilion interior clean and organized.
- Greets Visitors to Memorial
- Assists Visitors in locating Fallen Officer's names on the wall
- Gives Tours of the Memorial
- Sweeps walkways, shovels snow, rakes leaves, and spreads sand/ice-melter as necessary.
- Locates and removes litter from facility and gets recycling items to proper locations.
- Moves chairs, tables, and other interior furnishings as necessary to assist with program and meeting set-up and clean-up.
- Sets up, tests and puts away audio visual equipment as requested.
- Uses hand tools and small power tools as necessary to complete assigned tasks.
- Will use powered lawn vacuum to clean debris from Memorial and grounds
- May open Memorial early or close Memorial late for program purposes.
- Works well as a team member and presents a positive, helpful and friendly image to all National Law Enforcement Officers Memorial visitors and stakeholders
- Tracks inventory of cleaning supplies and informs supervisor of needs.
- Actively participates in related trainings as required.
- Informs supervisor of key issues, including potential safety hazards.
- Performs duties in a safe and efficient manner to maintain a safe work environment. Responds to hazardous situations and potentially unsafe conditions by taking corrective action and notifying supervisor.
- Demonstrated ability to be self-motivated and pro-active.
- Performs related duties as assigned.

Knowledge/Skills/Abilities:

- Must have a good driving record and possess a valid driver's license.
- High school diploma or equivalent.
- Demonstrated mechanical ability.
- Enjoy interacting with and serving others.

Working Conditions:

- The work week for this position is Wednesday – Sunday. The Memorial Assistant must be available to work weekends. Ability to work varied hours, including, the occasional evening. Position will involve an increased workload during the National Police Week.
- Position requires frequent lifting of 20+ pounds and pushing/pulling of 50+ pounds.
- Physical ability commensurate with job requirement.
- The NLEOMF is a smoke free environment and as such employees are not permitted to smoke in any of its locations, to include the Kiosk at the Memorial grounds, the Administrative Offices, the Visitors center and any and all storage facilities operated by the organization.