

City Hall Security Specialist

You will be responsible for managing the security at JA BizTown. Your desk area is inside the gazebo. You will present a speech at the opening and closing town meetings.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING

1. Review the opening town meeting speech and become familiar with the rules you will enforce.
2. During start-up time, you will be in the center courtyard area of the Town Square ensuring that all citizens remain in their own businesses, with the exception of those delivering supplies from the Warehouse, picking up papers from the Print Shop, or going to the bathroom.
3. If citizens are out of their businesses that should not be, it is your job to make sure they return immediately to their own businesses. Tally the rule violation by business on the Security Specialist Checklist. Please review all rules.
4. Place the laminated numbers on the ground on the First Bank side of the Gazebo. Line up the Opening Town Hall speakers in order by the numbers on the floor matching the number on the bottom of their speech.
5. You will escort the mayor to the opening town meeting. Go to City Hall and ask the Mayor to accompany you to the gazebo area. Show the Mayor where to stand on the stool and help him or her to get papers organized on the podium. Stand in front of the speaker's line; you will be the first one to speak.
6. As the Town Hall meeting begins, stand in front of STL JA Wellness Center and look for students who are not paying attention during the meeting. There should be no students talking, lying down, or being disrespectful, while speakers are reading speeches. Walk up to them quietly and whisper that you would appreciate their silence.

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**THROUGHOUT THE REST OF THE DAY COMPLETE
THE FOLLOWING.**

1. You are responsible for the safety of the JA BizTown Citizens. Throughout the day you will visit the CEO's in each business. Using your checklist, remind them of the safety rules at JA BizTown.
2. Please hang the clear envelope on the marked hook with the rules listed in each business. Please have the CEO initial the checklist next to their business name.
3. Continue to monitor the safety habits of the JA BizTown Citizens. Using your checklist, tally up the number of rule violations for each business. The business with the least amount of violations will be the safe business of the day and will receive a certificate at the closing town meeting.
4. Assist the mail carrier with the delivery of mail if necessary. This will be part of your job responsibilities when the Warehouse is closed.
5. Complete the closing town meeting speech on your desk.
6. Line up the Closing Town Meeting speakers in the order of the list hanging on the Gazebo.
7. Go to each business to collect the rule folder.
8. Make sure your desk area is tidy, escort the Mayor to the gazebo, and then line up with the speakers.

Congratulations on a job well done!