



JOB DESCRIPTION

Title:	Safety and Security Director
Department:	Support Services Department
Reports To:	Facilities Director
Pay Status:	Salary
Exemption Status:	Exempt

General Summary and Objective: Responsible for the development, implementation, and management of campus security and safety programs and services.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, manage and implement safety and security procedures to include training others
- Keys and fob distribution to current and new employees and volunteers
- Oversight of Rave Panic Button app and training for all employees and volunteers
- Complete and maintain a reporting system for each incident (accident, theft, etc.) at any Crossroads Christian Church campus or property as well as any church function off campus
 - Communicate to necessary personnel to follow up and resolve
 - Sharing of this information without authorization could result in termination.
- Develop and enforce a screening method, coordinated with Reception Coordinator for all visitors that enter any Crossroads Christian Church campus or property
- Develop and oversee a security volunteer team, providing recruiting, leadership, vision, and training for weekend services, events, and regularly planned programs throughout the week that are needed
- Manage, review, and maintain Background Checks for volunteers
- Coordinate activities with law enforcement for staff, including active shooter training, and self-defense classes, etc. Serve as go-to person for Weekend Services law enforcement that are working.
- Provide AED and CPR training for staff
- Plan and implement security for special events
- Create disaster response plan including Inclement Weather Policy

- Perform all physical tours of all Crossroads Christian Church buildings for visitors or groups
- Security camera oversight: review surveillance and collaborate with others on placement of cameras
- Oversight of first aid supplies at all campuses
- Fire Marshall compliance for campuses and any other Crossroads Christian Church property
- Ongoing communication with Reception Coordinator about any calendar approvals on myCrossroads that may require additional security such as having public law enforcement at large events such as Camp Alive, etc.

Additional Responsibilities:

- Develop and manage a security budget
- Attend safety and security conferences yearly
- Additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- High School diploma or GED required, Associate's or Bachelor's Degree preferred in related field
- 5 years experience in law enforcement or similar with strong understanding of safety and security
- Must be capable of clear and concise communication for reporting incidents
- Must be very organized and the ability to multi-task
- Flexible, adaptable, coachable, and teachable
- Demonstrated capacity to lead and administrate
- Basic computer skills including Microsoft Suite and web based programs

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and video monitoring.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work

This position is 40 hours per week. A typical work week is Monday-Friday 8:00 am-5:00 pm. Occasional weekends and overtime may be needed.

Travel

This position may require travel for training and conferences. The church will provide a vehicle as needed.

February 7, 2018

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.