

CAMPUS SAFETY HOST

GENERAL DESCRIPTION

The Campus Safety Host helps ensure a welcoming and safe environment for guests, members and employees by being a visible and friendly presence on campus.

Classification: Non-Exempt; Hourly // **Status:** Part Time // **Team:** Safety & Security // **Supervisor:** Safety & Security Director, Jared Tetzlaff

WORK SCHEDULE

- TBD – Schedule will vary based on events and needs and will require nights & weekends.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Campus foot patrol to ensure a safe and secure campus while exhibiting a guest relations mindset. This includes ensuring proper facility usage, connecting with guests and praying with people as needed.
- Ability to diffuse and neutralize potentially volatile situations calmly with tact and common sense.
- Prevention of the misappropriation of items of value.
- Identify, correct, and report potential safety hazards and unlawful activity.
- Field questions from and provide assistance to guests, members, and employees.
- Perform other related duties as assigned, including but not limited to quality control for the lobby & patio and light custodial work to maintain a clean and welcoming environment.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Ethics - Treats people with respect; inspires the trust of others; works with integrity and ethically.

- Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Safety & Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- Attendance & Punctuality - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions; responds to management direction; takes responsibility for own actions.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High School Diploma or equivalent
- Strong communication and interpersonal skills
- Servant's heart
- Ability to work independently with minimal supervision
- Basic computer skills
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Previous Law Enforcement or Security Background
- Arizona Guard Card – Armed or Unarmed
- Proficient in Microsoft Office and familiar with CCTV surveillance systems

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk for extended periods of time
- Physically able to work inside and outside in various weather conditions
- Occasionally required to do some light lifting (up to 50 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church;
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.