

SAFETY AND SECURITY MANAGER

GENERAL DESCRIPTION

The Safety and Security Manager provides leadership in supporting the Safety & Security Director in implementing the policies and procedures outlined in the Safety and Security and ensuring a welcoming and safe environment for guests, members and employees by being a visible and friendly presence on campus. The Safety and Security Manager also assists the Director in oversight and supervision of part time Campus Safety Hosts, Safety & Security Volunteer Teams and Parking Lot Volunteer Team.

Classification: Exempt; Salary // **Status:** Full Time // **Team:** Experience Team //

Supervisor: Safety & Security Director; Jared Tetzlaff

WORK SCHEDULE

- TBD

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop, revise and make recommendations to Safety & Security Director regarding safety protocols, emergency action plan and training as needed.
- Liaise with various ministries to partner and learn their needs and vision to integrate ministry minded safety and security solutions.
- Work with Safety & Security staff as well as other ministries to ensure Safety & Security and Parking team members are scheduled and assigned as needed.
- Work with other team members to evaluate an emergency or threat.
- Ensure proper radio equipment management.
- Ensure proper use of all facility keys and codes in coordination with the Facilities Team.
- Ensure proper maintenance and availability of all medical supplies and equipment.
- Serve as Incident Commander (IC) and responsible for activating the Incident Command System (ICS) as outlined in the Emergency Operations Plan in all situations that dictate such, including implementing and convening an Incident Management Team response during or following emergencies or sensitive incidents.
- Have knowledge of the floor plans of each building and the emergency evacuation procedures for any emergency, medical, fire or threat related incident.
- Act as liaison between all local authorities and the church.
- Support Safety & Security Director in coordination and implementation of emergency planning activities, training and safety and security assessments.
- Provide spiritual and practical leadership and care for the Safety and Security Team including encouraging spiritual and personal growth and development through mentoring and discipleship.

- Ensure good stewardship of human and fiscal resources.
- Maintain records, manuals, and documents pertaining to safety and security.

COMPETENCIES

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

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **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.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **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.
- **Initiative** - Asks for and offers help when needed. Undertakes self-development activities.
- **Delegation** - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- **Managing People** - Includes staff in planning, decision-making, and process improvement; takes responsibility for subordinates' activities; develops subordinates' skills and encourages growth; continually works to improve supervisory skills.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High school diploma or GED.
- Proficient in Microsoft Office applications.
- Previous experience managing a volunteer team in a church environment (minimum 1 year).
- Previous experience working in a security position (minimum 3 years).
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Experience with Church Community Builder Database.
- A bachelor's degree in a related field; or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some 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.