

Security Staff Position

General Description: The security officer is responsible for providing safety and security services to members and staff at New Mount Calvary Church. The security officer is also expected to identify and evaluate security issues and to provide minor quality solutions in order to maintain a safe and secure environment. This position requires a flexible work schedule. Weekend availability is a must, also late nights and early mornings. The schedule is based on part-time and the officer's actual work hours will be scheduled according to the needs of the church.

Major Job Duties Security:

- Monitor church grounds when members and staff are entering and departing
- Call police or fire departments in cases of emergency and/or presence of unauthorized persons.
- Training on how to intercept people aggressively, yet politely,
- Provides security for all a/c units and buildings on the Church Grounds to include Calvary Courts and other areas as instructed.

Responsibilities and expectations:

- Maintain a presence on the grounds and may screen visitors after church business hours.
- Respond to all calls for service and emergencies
- Maintain a professional attitude towards the church, community and its guests.
- Keep current in the field; have strong working relationships with law enforcement and stay abreast of minor security developments in the law enforcement community.
- Make physical tours inside and outside of buildings, facilities and grounds to make sure it is safe and secure. Tours are scheduled around arrival, dismissal, and special events.
- Report incidents and crimes.
- Comply with all policies, procedures, general orders, and instructions.
- Complete all required reports.
- Perform all other related tasks and duties as assigned.

Skills and Training Required:

You must have a minimum of a High School Diploma or GED. You must have a valid \ Driver License and a driving record acceptable to insurance standards. Willingness to work with all staff and members of the church. Sufficient stamina to perform all essential job functions for a minimum of 6 hour shift and up to 8hour shift in an emergency shift. Ability to walk the grounds, climb stairs, and to assist or carry a disabled, ill, or injured person. Ability to sit and stand for long periods of time. Sufficient strength and flexibility for stooping, kneeling, bending, crouching, lifting, carrying, and other movements. Ability to work outdoors in all weather conditions. Ability to read, write, and speak English sufficiently to understand and process all required paperwork and to communicate effectively with Security Officer and church staff.

Additional Essential Qualifications: Must display courtesy and willingness to assist church members when necessary. Ability to perform duties with moderate supervision. Must be proactive in support of the church, goals, policies and programs. Candidate must be flexible, self-motivated, detail-oriented, problem-solver able to handle multiple priorities simultaneously in a high pressure atmosphere; excellent communications skills are required.