

# LEAD SECURITY OFFICER

## Role Description

**Title:** Lead Security Officer

**Uplink:** Director of Finance and Ministry Operations

**Classification:** Full Time, Non-Exempt, Hourly, 40 hours per week

**Works Closely with:** Security staff and volunteers, all church ministries, Happiness Hill Preschool, church and Cafe 4 guests

**Position Summary:** The Lead Security Officer will oversee the Security Team and department resources to create a safe and secure environment for services, events, staff, children and students, volunteers and guests. This team-oriented individual is responsible for the development and implementation of safety and security practices, ensures compliance with local, state and federal rules and regulations, and develops and trains staff and volunteers.

### List of Responsibilities:

- Monitor and physically patrol all areas of the 3Crosses campus.
- Expand security staff and volunteer Security Team through effective leadership and recruitment.
- Oversee all Security personnel during Sunday services and special events.
- Manage Security staff through scheduling, coaching and counseling, and conducting weekly meetings with direct reports.
- Train staff and volunteers on relevant safety and security protocols.
- Attend training and/or continued education to maintain current knowledge of laws, events, etc. that affect 3Crosses.
- Coordinate with the Usher, Traffic and other ministries to enable staff and volunteers to work as a team.
- Build a network and serve as the point of contact with local law enforcement and emergency services.
- Securely transport church monies for bank deposit.
- Investigate and document accidents and incidents on church property and develop protocols to minimize risk of recurrence.
- Maintain and replace equipment (radios, phones, etc.) to ensure safe and reliable communications, staff security uniforms and apparel to keep a professional and consistent appearance.
- Improve and maintain aspects of campus safety such as locking entry systems and camera surveillance.
- Refine and implement safety and security policies and procedures (e.g. weather, fire, active shooter, firearms, bomb, kidnapping, etc.).
- Other relevant duties as assigned by uplink.

### Role Requirements:

- Strong relationship and commitment to Jesus Christ.
- Lead both staff and volunteer Security Team by example through experience, knowledge and care.
- Be in full accord with the purpose and ministries of 3Crosses.
- Demonstrate a servant's heart and willingness to adapt and be flexible.
- Public safety and supervisory experience required.
- Working knowledge of security protocols and the ability to recognize and de-escalate hostile situations, hazardous events and persons.

- Discretion and confidentiality in all matters related to 3Crosses ministries, operations and staff.
- Able to organize work, set priorities and work independently.
- Effective oral and written skills.
- Familiar with state and local laws and ordinances.
- Physically capable of performing the demands of the job.
- Basic computer skills.

**Work Schedule:** 40 hours a week, Sunday - Thursday, sometimes working additional hours for special events

**Compensation:** \$21.00/hour