

Job posting: Parish Safety Coordinator

Job type: Part time, non-exempt

Schedule: Sunday, with an occasional need for Saturdays

Summary

The parish safety coordinator provides and maintains a safe and secure environment on campus for St. Martin's Episcopal Church and its affiliates. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

Essential Functions

- To glorify God everyday by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
- Conduct frequent, but irregularly timed patrols of the campus to inspect the integrity of entry points and the general condition of campus facilities.
- Maintain a highly visible and engaged presence during patrol and watch activities in and around campus.
- Observe and appropriately respond to safety-related abnormalities and significant events in a timely manner.
- Properly record and report safety-related significant events in a timely manner.
- Be prepared and available to assist visitors to campus in a courteous and professional manner.
- Display an intimate knowledge of building locations and the operation of life-saving equipment.
- Assist in the effective response to safety-related significant events, both planned and unplanned.
- Render aid and assistance where appropriate.
- Exhibit the highest standards of professionalism through personal comportment, demeanor, and appearance.
- Other duties as assigned.

Education, Skills, and Experience

- Must have a minimum of a High School Diploma or equivalent.
- Five to seven years of applicable safety/security or customer service experience.
- Basic Microsoft Office products knowledge and adaptability to use new software.
- Must be able to communicate effectively in English.
- Ability and resiliency to manage ambiguity, conflict, and fast-changing situations.
- Skillful at mitigating risk proactively.

EEO/AAP

St. Martin's policy and intent is to provide equal opportunity and employment in its practices.

Please submit your resume along with samples of prior work to recruiter@stmartinsepiscopal.org