



Job Description

Position: Training & Security Coordinator (Bilingual: English/Spanish Speaker Required)

Reports To: Director of Security – Scott Pickett

Schedule: Part-time (800 hours per fiscal year; est. 16 hours/week) / Hourly, Non-Exempt;
Hours would include primarily Wednesday nights and all-day Sunday.

Employment

Classification: C

Overview:

The Training & Security Coordinator (Bilingual Spanish/English) is responsible for the administering of security, safety, and medical training for Emergency Response Team (ERT) Lay Leaders, volunteer members, and operations at all Campus locations for The Compass Church. The Security & Training Coordinator is also responsible for implementing uniform standard operating procedures (SOPs), as well as Campus-specific SOPs, and providing training to all ERT members. Emphasis shall be placed on medical and emergency responses. This position requires preparing and providing training and policy materials in English and Spanish.

Responsibilities (conducted in English and/or Spanish):

- Assists the Director of Security with assessment, planning, and implementation of personal protection security for the Senior Pastor, Campus Pastors, and other staff members as directed by The Compass Church senior leadership team.
- Assists the Director of Security as a senior advisor on security, safety, emergency management, and medical training and response for The Compass Church.
- Assists the Director of Security when conducting security, site, and personnel protection assessments on a scheduled basis and advising the senior leadership team of recommendations and be responsible for the implementation of strategic and action planning.
- Assists the Director of Security liaising with local, State, and Federal authorities as needed.
- Assists the Director of Security in leading, managing, directing, and scheduling security as needed and directed, including off-duty law enforcement officers working as part of the church's security team(s) to address all safety issues, and to coordinate all emergency incidents with public safety personnel.
- Recruits ERT members, builds teams, and raises Campus leaders and team leaders for all emergency operations at all Campuses.
- May be asked to develop security, safety, and emergency response practices for all Campuses, initiating those practices, and providing day to day oversight and management for those Campuses.
- May be asked to develop training plans and implement training for all ERT members, staff members, and other ministries in partnership with safety and security measures.
- Assists the Director of Security with physical security and related systems at all Campuses where The Compass Church is responsible for the safety and security of property and persons.
- Leads and directs security services and programs with all relevant groups at all Campuses.

- Conducts security and safety assessments, training, and recommendations for the Senior Pastor and Campus Pastors (and their families as requested). This can be extended to other church staff members as directed by The Compass Church senior leadership team.
- May be asked to develop policies and procedures for the briefing of all personnel traveling internationally as part of a church sponsored program or mission trip. All personnel (staff or volunteer) shall receive a safety and security briefing prior to travelling internationally.
- May be asked to develop and brief International Mission Briefings to teams of missionaries sponsored by The Compass Church as deemed necessary.
- Assists the Director of Security with managing and monitoring all aspects of the security monitoring systems, including issuing and tracking access control for all staff and volunteers.
- Plans, implements, and conducts training and development of security, safety, and emergency responses related programs and initiatives, as well as personnel assigned to those programs.
- Assists the Director of Security with background and security checks of personnel working in sensitive positions or in a church program involving children, students, vulnerable people, or sensitive positions.
- Assists the Director of Security with personal security to the Senior Pastor or Campus Pastors when on church Campuses, special events, and anywhere deemed necessary by the current threat level or reporting.
- On call and back-up respondent including alarm notifications and proper management of all alarm systems to prevent false alarms and unnecessary police or fire/EMS response.
- Conducts liaison and training with local, State, and Federal officials as needed.
- Assists the Director of Security with reporting and investigating safety and security related incidents including theft, vandalism, lost property, personal injuries, and safety or policy violations.
- Develops, initiates, and provides day to day oversight and management of security at all Campuses.
- Collaborates with IT, and other areas, for volunteer and staff applications, vetting, and internal investigations as warranted.
- Collaborates with Communications, and other departments, for all recruiting posters and flyers, broadcast messaging, and video training to ensure compliance with Church mission and vision, branding, and other standardized requirements.

Additional Requirements:

- Attend weekly Campus/ministry staff meetings as requested (when available).
- Attend monthly All-Staff meetings when available.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment (spouse included if married).
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.