

## **Job Description: Security Specialist**

Updated 07/01/2022

Status: Part-Time, 24hours as week depending on season and need.

Potential FT opportunity available for candidates with Facility Background.

Team: Support Team: reports to Facility Director & Executive Pastor

### **Job Description**

The Security Specialist helps to ensure the church provides the safest possible environment for children and adults attending and serving during weekly services and special events. This position oversees development and implementation of security and safety practices, ensures compliance with local, state and federal rules and regulations, develops volunteers and provides training. Incidents are confronted and addressed in an effective manner that minimizes disruption and harm to persons or property.

### **Qualifications & Abilities**

- A growing and influential relationship with Jesus.
- Commitment to the beliefs, mission, and vision of Dallas Bible Church.
- A self-starter, multi-tasker, teachable spirit, team player, with a passion for organizational excellence.
- Background in security or military with leadership responsibilities
- Clear communication upline and downline to via briefings and reports on facility activities and safety concerns
- Physical ability to lift, move objects, and climb as tasks demand.
- Experience with business systems and workplace operations (email, Office 365, etc.).
- Available to be on-site for events and as needed for emergencies

### **Primary Responsibilities & Tasks**

#### **Facility Safety**

- Regularly assess campus to evaluate needed security and safety services
- Assist in the day-to-day security of campus, specifically our Early Learning Center.
- Approve and issue facility access keycards, keys, and access codes.
- Monitor weather for potential threats and provide timely communication to ministerial staff when disruptions or emergencies occur
- Develop building exit plans for fire, lock down, active shooter, etc. responses
- Promote employee safety at work
- Assist with investigations of accidents or incidents on church property

#### **Security Personnel**

- Ensuring functions that involve children and students on campus are supported by security personnel or the Safety Team
- Complete all HR and payroll documents for paid security personnel.
- Co-ordinate First Responder staffing for services and events.

#### **Recruit, Train, Schedule Safety Team**

- DBC Utilizes a volunteer Safety Team under the direction of a Safety Team Leader. The Security Specialist will come alongside the Team Lead to provide recruitment, training, and scheduling support. members should maintain a watchful eye while making rounds, ensuring assigned area is properly patrolled and monitored.
- Ensure the safety team members have clear and adequate communication, knowledge of medical and emergency procedures and best practices, CHL permission and expectations,

#### **On-going training and certifications**

- CPR and First Aid
- Active Shooter
- Conflict Resolution and De-escalation
- Maintain current knowledge of church related violence

### **Goals & Expectations**

- Serve the ministries and vision of Dallas Bible by providing a safe facility infrastructure.
- Be on time, be motivated, be supportive of staff and ministries
- Clear communication with Facility Manager and Executive Pastor
- Maintain work place and job function appearance.

**Interested? Next Steps:**

Please email a letter of interest with resume to [jobs@dallasbible.org](mailto:jobs@dallasbible.org)