

**Public Safety Officer**  
**Staff Member: Open**

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| <b>Reports To:</b> | Don Schwaiger |
| <b>Updated:</b>    | June 2024     |

***Purpose Statement of Crossroads Community Church***

Crossroads Community Church seeks to transform lives through loving relationships with God, each other, and those who don't know Jesus yet.

***Position Summary***

To provide Public Safety coverage to the Crossroads Community Church campus, as well as, protecting and caring for our employees, guests, attenders, and volunteers. And promote the protection of church assets and property.

***General Qualifications***

1. Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the manifestation of the fruit of the Holy Spirit.
2. Wholeheartedly agrees with the Crossroads Community Church purpose, values, priorities, mission, bylaws, and lives a lifestyle appropriate to a person in Christian ministry.
3. For ministry staff positions, the staff member is willing to be a part of Crossroads Community Church and to regularly and consistently attend the weekend worship services and participate in the life of the church.
4. Has demonstrated skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment
5. The staff member agrees to abide by the staff handbook and sign the Crossroads Statement of Faith
6. Must pass the pre-employment test (if applicable), including passing the Crossroads background screening

***Position Qualifications/Specifications***

**Minimum/Preferred Experience:** At least 2 years of Public Safety/Security experience; 5+ preferred

**Knowledge, Skills, Competencies:** Winsome personality with staff & volunteers; get it done mindset, strong security presence, First-Aid, CPR and AED certified, strong command presence when needed, access control mindset at all times while balancing and shepherding the needs of our volunteers, guests and employees.

**Employment Status:** Part Time; up to 10 hours a week.  
 Primarily Sunday and Wednesday evenings during youth group events, and other times for ministry events (e.g., Women's, Men's) as needed.

**Employment Classification:** Non-Exempt; hourly

**Compensation Range:** \$23 - \$25 per hour.

***Specific Responsibilities, Principle Duties and Responsibilities***

As part of the Public Safety Team this person must:

1. Have an active concealed carry permit and participate in regular weapons training.
2. Pass Crossroad's Safety Team shooting test.
3. Have updated and current CPR, First Aid, and AED training.
4. Be able to focus on what is important and create a sense of urgency to successfully handle and manage multiple priorities and potential emergencies..
5. Demonstrate flexibility and adaptability in response to change and ambiguity on a daily basis.
6. Be capable of making sound, actionable, immediate and practical decisions that are aligned with the business needs and job requirements.
7. Have excellent verbal skills in tense situations including but not limited to, enforcing church policies, providing clear direction in the event of an evacuation or lock down, caring for an injured person, etc.
8. Have good written communication skills for completing written incident reports.
9. Proactively ensure the church campus reflects the church's values, especially the value of excellence, to our community and congregation, as well as responding to safety needs from our staff and volunteers.
10. Provide support and robust capabilities for the access control (door locking system) and cameras system.
11. Be available to respond to urgent needs and/or emergencies.
12. Constantly and vigilantly maintain a presence and watch the screens receiving feeds from cameras in the Public Safety Office.
13. Constantly and vigilantly check and re-check all doors and entrances to ensure they are secured. Not allow any doors to be propped when not attended.
14. Consistently partner with any Ministry Leads or Crossroads employees on any areas of concern or safety hazards.
15. Document all incidents that have potential liability and/or exposure to Crossroads Community Church.
16. Notify Law Enforcement, EMS or the Fire Department when necessary or appropriate.
17. Any other tasks or duties as assigned by this position's supervisor.

*The duties and responsibilities included in this description are not intended to be all-inclusive, and the individual is expected to perform other job-related duties as assigned by the supervisor as required.*