

Security and Traffic Supervisor

FLSA Status: Exempt

Reports to Executive Pastor

Grade III (\$75,000-\$115,000 salary) Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Coordinates and supervises the commissioned law enforcement personnel to maintain a safe and secure environment for NewSpring Church by patrolling and monitoring premises, staff and attendees during weekday and weekend activities. Coordinates all commissioned law enforcement personnel, security employees, and security volunteers (e.g. scheduling, directing, training, etc.) for the purpose of maintaining adequate and qualified staffing for all campus activities.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Provides personal security for the Senior Pastor during weekend services. (app. 20%)
- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. (app. 35%)
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers. (app. 20%)
- Coordinates law enforcement traffic control and volunteer security during the weekend services and major events at NewSpring. (app. 25%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required; some college courses preferred.
- Must be licensed to conceal and carry a service weapon.

EXPERIENCE

- Must have 5-7 years' experience in a professional security background.
- A minimum of 2-3 years' experience in a supervisor role.

REQUIRED SKILLS

- Attention to detail and professionalism
- Communication skills
- Ability to deal courteously with the public.

PHYSICAL DEMANDS

This position is physical in nature. The usual and customary methods of performing the job's functions require the following physical demands:

- Frequently ascend and descend steps or stairs.
- Frequently walking or standing for prolonged period of time.
- Constantly observe and monitor environment from long distances.
- Communicate verbally and non-verbally with others to exchange information.
- Ability to respond immediately to emergent and/or threatening situations that may include running, stooping, kneeling, crouching, and crawling.
- Occasionally lift, carry, and move up to 35 pounds.
- Ability to view and work with technological devices, including radios, monitors, keyboards and computers.

WORKING CONDITIONS

- 90% indoors, 10% outdoors