



CHRIST COVENANT
CHURCH

Campus Security and Safety Manager

Operations Department

Summary Job Description

Responsible for security and safety of people and property at Christ Covenant Church and Covenant Day School. This is a full-time exempt, administrative, armed position that reports to the Director of Operations. Requires 24/7 availability with flexible working hours based on the needs of the Church and School. Salary based on knowledge and experience.

Essential Functions and Responsibilities

- Monitor school and church calendars to ensure appropriate security coverage and adjust personal work schedule as needed
- Prepare procedures for, schedule and direct volunteer and contract security personnel
- Provide on-going reviews of security procedures to ensure effectiveness and implement appropriate improvements. Must carry a concealed handgun to provide armed protection for the campus
- Ensure that staff and students are trained in security and safety (e.g. new employee security orientation; "Stranger Danger"; "See Something, Say Something")
- Develop close working relationships with local emergency service providers
- Develop relationships with security counterparts at local private schools and churches
- Prepare and submit weekly reports documenting activities and incidents. Perform administrative functions incidental to security. Manage campus security budget.
- Conduct investigations as needed and provide guidance to Church and School leadership as requested. Resolve actions by visitors, drivers, or employees that could cause injury or loss to church, school or personnel.
- Maintain strict confidentiality regarding sensitive information, and appropriately share need-to-know information
- Ensure proper documentation is prepared for incidents of theft, threats, break-ins, property damage, accidental injury, etc.
- Ensure that criminal incidents are reported to local police
- In coordination with the Operations Supervisor, have a general understanding about the operation and monitoring of all security and alarm equipment
- Responsible for training, testing, and documentation for the campus "Emergency Preparedness Plan". Partner with the Director of Operations, Head of School and Operations Supervisor on the enforcement of current policies and procedures.
- Responsible for the Covenant Day School "Punch Alert System" emergency communication program
- Assist with fire and safety drills; and tests of procedures and security systems
- Willing to work holidays, nights, and weekends if needed
- Perform other responsibilities as assigned

Physical Abilities

The physical demands include:

- Able to work under stress during emergencies
- Able to complete multiple tasks simultaneously
- Able to clearly communicate verbally by telephone and portable radio
- Regularly required to sit or stand for extended periods of time, and work outside in inclement weather
- Frequently required to; walk; use hands; reach with arms; climb and balance; stoop, kneel, crouch, or crawl; and clearly talk and have normal hearing
- Occasionally lift and/or move up to 50 pounds



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- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Sensory ability to detect various odors (e.g. gas leaks; electrical shorts; brush fire smoke; and alcoholic beverages or marijuana)

Qualifications

- Committed follower of Jesus Christ, reflecting a desire to serve Him and others in work and life
- Committed to personal integrity and prayer in all aspects of personal and professional life.
- Requires prior law enforcement experience. Significant experience in armed protective services.
- Able to successfully take a standardized Security/Police Officer psychological test
- Bachelor's degree or commensurate experience in security-related fields.
- Have a good working knowledge of laws and governmental regulations affecting private security in North Carolina
- Good understanding of security industry "best practices"; prefer a civilian ASIS CPP certification
- Good working knowledge of electronic security and fire suppression systems
- Have training and experience in carrying and use of handguns with excellent marksmanship skills
- Authorized to carry a handgun on educational property (i.e. reserve police officer or HR 218 certified)
- Excellent interpersonal and oral and written communication skills; ability to work effectively with a wide range of constituencies in a diverse community
- Able to comfortably interact with students and teachers in Pre-K through 12th grade
- Have a collaborative style of management that includes consensus building skills
- Able to follow-through with tasks with efficiency, attention to detail, and consistency in approach
- Proficient in computerized clerical skills (e.g. Outlook, Word, Excel)
- Possess a valid driver's license with a good driving history

Please visit <https://christcovenant.org/about-us/employment/> for more information and to submit an application.