



Job Description: CAMPUS SAFETY MANAGER

HOURS: Position is Full-time. Work is located onsite.

ACCOUNTABILITY: This non-exempt position reports to the Senior Pastor or a designee of the Senior Pastor, and/or church leadership to support overall ministries.

PURPOSE: Serves as a key person in the ministries of BACBC'S Safety, Security, and Emergency Response.

CLASSIFICATION: The job is a 12-month, full-time (100% FTE) exempt position reporting to the senior pastor or designee of the senior pastor or church council.

PAY COMPENSATION:

JOB SUMMARY: The Campus Safety Manager oversees school safety, including security and emergency response. Incumbent also manages and communicates with other departments to implement safety action plans for all school events.

KEY RESPONSIBILITIES:

- Oversees and implements the organization's safety and security policies and procedures (safety and security includes exterior, interior of buildings on campus)
- Partners with Facilities to implement safety and security policies, procedures, and projects
- Conducts inspections to identify fire, safety, and security risks; recommends and implements solutions.
- Conducts risk management audits of the campus and schools.
- Maintain regulatory compliance with our local government authorities for, and ensure best practices for campus safety and security standards
- Coordinates with law enforcement and staff as required to conduct and support investigations.
- Build and maintain community presence, relationships to engage/partner with local law enforcement and emergency response entities
- Manages, prepares and maintains records (safety inspections, training workshops, memos of interaction, work orders, etc) as related to fire, safety, and security operations with related vendors and emergency first responders as appropriate
- Responsible to stay current on trends related to emergency procedures and pursue funding and grants to support Safety and Security programs.
- Lead safety meetings, staff and volunteer teams, adult and student teams
- Responsible for coordinating employee and volunteer members to support Campus Safety programs, which include prerequisite verification to be a part of the safety team, scheduling/time management, job accountability, employee growth/development-training, and volunteer check-ins
- Incident Reporting:

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- Prepares and/or reviews all written safety related documents involving incidents, accidents, and security breaches
- Notify appropriate authorities and school administration of any significant incidents
- Performs other related duties as assigned.

QUALIFICATIONS AND SKILLS:

- Bachelor degree preferred. Requires an AA or higher degree or licensed/certified in related field of work.
- Minimum 5 years experience in law enforcement and/or emergency response, with training and field experience in use of a firearm in compliance with California Bureau of Security and Investigative Services (BSIS) regulations and standards, and be certified by BSIS to carry a firearm (NOTE: EMPLOYER FIREARM NOT PROVIDED)
- 3+ years of supervisory experience of 3+ employees and volunteer team members
- Trained and experienced in crisis management strategies and de-escalation practices
- Practical knowledge of the Incident Command System (ICS)
- Knowledge of school safety and California Penal Code
- Able to prioritize projects/incidents, and coordinate with cross departments
- Strong written and verbal communication with employees and volunteers
- Be organized, efficient, detail-oriented, and able to meet deadlines
- Able to work under pressure and time constraints
- Proficient in the use of Google products such as Google calendar, docs, and spreadsheets
- Proficient in the use of office equipment (computer, copy machines, security systems, etc)
- Evangelical Christian commitment and lifestyle consistent with BACBC's Articles of Faith

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