

JOB TITLE: Safety and Security Coordinator
REPORTS TO: Manager, Life Safety & Security
DEPT: Life Safety

STATUS: R/FT/E-510
SCHEDULE: Tue-Sun
Approved: 7/3/18

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION:

The Safety and Security Coordinator position exists to assist in providing a comprehensive and campus-wide safety and security program for Springs Rescue Mission (SRM) capable of effectively executing emergency preparedness, mitigation, response and recovery efforts to save lives, protect property and sustain the mission of SRM. In addition, the position is responsible for the oversight of contracted security services.

DUTIES AND RESPONSIBILITIES

- Assists in the development, coordination and facilitating the planning, organization, control and implementation of a written emergency operation, activities and Disaster Plan in coordination with the Life Safety leadership, Safety Committee and the SRM Homeless Outreach Team (HOT).
- Implements ongoing safety inspections of campus premises to determine security and safety needs and studies physical conditions, observes activities, and confers with the appropriate staff to take appropriate action
- Notifies Life Safety leadership of security and safety weaknesses within the mission and assists in the development of procedures for mitigation
- Facilitates evacuation drills and actual emergencies
- Aids in identifying safety training needs and coordinates training programs and emergency operation exercises to prepare the campus to respond quickly and effectively to emergencies
- Supervises and schedules the work of the campus security guards
- Maintains and operates security equipment including two-way radios, pagers and cameras
- Assists in ensuring that all OSHA, EPA safety, security and fire protection standards are met and addresses violations as appropriate
- Reports safety violations to the Life Safety leadership
- Responds to all reports of incidents and exercises leadership in situations as needed and notifies the appropriate authorities when necessary
- Monitors electronic security system including cameras, entry controls, burglar alarms and creates written reports as necessary
- Reports criminal information to the Life Safety leadership, authorities, cooperates with law enforcement in the investigation of crimes against SRM and testifies in court
- Builds and maintains relationships with local, state, city, military, city representatives and other social service agencies to keep up to date on current issues and trends facing the emergency management profession
- Supports the development protocol to resolve conflicting priorities between program and

property grounds to ensure safety practices are followed and adhered to

- Encourages and builds a campus-wide culture of safety in a teamwork atmosphere
- Builds a culture of safety in the security team to ensure a safe and secure work environment
- Supports proper training and recognition of volunteers for their partnership with Springs Rescue Mission and engages them in meaningful work that leverages volunteers as a resource

SKILLS AND QUALIFICATIONS

- Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM's Statement of Faith
- Serves as an advocate for the homeless and raising awareness of the needs and concern for the addicted, and those in poverty; engaging others within one's influence of greater involvement and effectiveness on behalf of this population in Colorado Springs.
- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus is part of mobilizing the community in the fight against addiction, poverty and homelessness
- Knowledge of emergency preparedness and security procedures
- Knowledge of public and employee safety practices, laws regulations, policies and principles
- Ability to analyze a conflict situation and diffuse it effectively
- Ability to intervene in physical conflict and physically restrains others to protect persons or property
- High degree of emotional maturity and the ability to calmly facilitate the appropriate resolution in crisis situations
- Able to interact at all levels off the organization and maintain cross-cultural sensitivity
- Demonstrated ability to negotiate effective solutions to highly sensitive and challenging problems

EDUCATION/EXPERIENCE

- Bachelor's degree in Business, Public Health or Emergency Management preferred
- 3-5 years' experience working in area of safety and security required (law enforcement, military or private security experience)
- Available for occasional after hours or on-call duty
- Basic First Aid, CPR, AED and Narcan Certification
- Current valid Colorado driver's license and clean driving record
- Experience with MS Office software
- Crisis/emergency planning, background investigation or investigation experience preferred

WORKING CONDITIONS/PHYSICAL FACTORS

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously 67%-100%

- Requires some evening and weekend work
- Work environment will vary based on events and will include working outdoors (occasionally) and potentially in inclement weather.
- Standing: *Frequently*
- Lifting: *Occasionally*, up to 30 lbs.

I accept this position and understand that employment is At Will:

Employee Printed Name

Employee Signature

Date