JOB DESCRIPTION

Title: Safety Coordinator
Department: Operations
Reports To: Executive Director of Operations
Pay Status: Part-time, Hourly
Exemption Status: Non- Exempt

General Summary and Objective:
The Safety Coordinator is responsible for providing oversight, leadership, and coordination for safety and behavioral response within both adult and student services. This role leads a volunteer team of monitors to help create a safe, welcoming, and orderly environment where individuals can encounter Jesus, build relationships, and participate free from disruption or harm.

Essential Functions:
Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Serves as the primary lead for monitor team scheduling, training, incident response coordination across all services
    - Recruit, onboard, train and develop volunteers
    - Build and manage monitor schedules for Sunday/Thursday adult services and Sunday/Wednesday student services
    - Ensure monitor positions are covered and contingency plans are in place when coverage changes
    - Conduct pre-service safety briefings and post-event debriefs
    - Clarify roles, zones, communication protocols and escalation procedures for monitor teams
    - Provide coaching, feedback, and ongoing development for monitors
    - Assist in implementing emergency procedures related to medical incidents, threats, evacuation, shelter-in-place, or other critical events
- Upholds The Hills ministry expectations and enforces student conduct guidelines
    - Ensures all youth rule violations are appropriately handled with incident reports, contact of guardians, and coordination with law enforcement
    - Maintains active oversight of student ministry spaces, approved gathering spaces, entry/exit points and common traffic zones
    - Coordinates with Youth leadership to communicate concerns and/or issues to address week-to-week
    - Help to maintain appropriate supervision ratios and monitor coverage
- Serves as primary point of contact with on-site law enforcement before and during assigned ministry gatherings
    - Coordinate with EPD contact for proper scheduling of officers for events and services
    - Communicate concerns, incidents, or developing risks with law enforcement promptly
    - Participate in safety planning with Operations leadership and law enforcement officers
    - Evaluate vulnerabilities and recommend improvements

Requirements (knowledge, skills, abilities, education, etc.)

- Champion of vision, values, and culture of The Hills
- Ability to remain clam under pressure and exercise sound judgement
- Strong interpersonal and conflict de-escalation skills
- Ability to lead volunteers and build teams
- Ability to handle sensitive situations with discretion and professionalism
- Background check required
- Exceptional model of personal integrity
- CPR/AED, de-escalation, or emergency response training preferred

Position Type/Expected Hours of Work

This position is a part-time , hourly role that will require 15-18 hours per week. This position is present for all services and acts as the main security point of contact. Sundays (7AM-12:30PM, 5PM-8PM), Wednesdays (5:30PM-9:30PM), Thursdays (5:30PM-8PM), and 2-3 hours throughout the week for proper scheduling and communication is expected.

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.