

Concord Church Position Description

Job Title:	Security Guard	Job Category:	Administrative Support
Department/Group:	Operations	Job Code/ Req#:	SSGRD
Location:	Dallas, TX	Travel Required:	No Travel Required
Compensation:	Hourly	Position Type:	Full-Time/Part-Time
Approved by:	Felecia C. Wylie	Last Revised:	August 15, 2019

General Summary

The Security Guard position is responsible for physical security and safety of employees, facilities, visitors, and assets.

The Security Guard exhibits the 4 Core Values of Concord Church:

Boldness for Christ	Phil. 1:20	Unapologetically representing Christ to the world.
Passion for People	John 13:35	Intentionally cultivating lifegiving relationships.
Catalyst for Change	Jer. 29:7	Relentlessly transforming our city.
Hunger for More	Matt. 5:6	Radically pursuing what God has next for me.

Essential Functions

- Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
- Lock doors and gates of entrances and exits to secure buildings.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Escort or drive motor vehicle to transport individuals to specified locations or to provide personal protection.
- Contact police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Act as the church liaison with law enforcement in the event of trespassing, criminal activity, or other events that occur on church property.
- Administer security policies as approved by Concord Church.
- Attend and successfully completes all training as required by Concord Church.
- Perform other duties as assigned.

Skills Needed

- *Communication* - providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person.
- *Critical Thinking* – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- *Judgment and Decision Making* – considering the relative costs and benefits of potential actions to choose the most appropriate one
- *Social Perceptiveness*- being aware of others’ reactions and understanding why they react as they do
- *Business/Report Writing* – communicating effectively in writing as appropriate for the needs of the audience

Qualifications

- Require a GED with a minimum of 3 years of experience or a High School Diploma with 5 years
- Required to maintain Level 2 or 3 Texas PSB certification/designation

Physical Requirements

- An employee in this position primarily works in a typical office environment, and uses computers, calculators, phones, printers, and other office equipment to fulfill the position duties.
- An employee in this position is required to walk, hear, speak, and stand to inspect the property and interact with customers, church members, law enforcement officials, and volunteers.
- Work is conducted in a fast-paced, rapidly changing environment.
- The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required.
- A flexible schedule is required since this position requires evening and weekend work.

Travel Requirements

This position requires a valid Texas Class C Driver’s license with acceptable motor vehicle report.

Concord Church Membership

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious beliefs as expressed by Concord Church.