

# CAMPUS SECURITY OFFICER

*We are currently conducting a recruitment search to fill the position of Campus Security Officer for the **St. Paul Baptist Church**. Located in the heart of the historic Sacramento neighborhood of Oak Park, St. Paul Baptist Church has served as a leader and partner in the community for more than 74 years. The 79,000-square-foot worship center is known as a place for spiritual practice and serves as a community meeting place that accommodates numerous trainings, conferences, workshops, and much more.*



## WHAT WE BELIEVE

At St. Paul Baptist Church, we believe that the Bible is from God and that the Bible is true. According to the Bible, the following are affirmations we hold:

### About God

**We believe** that there is only one true and living God without division of nature, essence, or being but who reveals Himself to us in three distinct Persons: Father, Son and Holy Spirit.

**We believe** that God the Father is Father in truth to those who become children of God through faith in Jesus Christ. Jesus Christ is the eternal Son of God who was made provision for the redemption of mankind from sin and will return in power and glory to judge the world and to consummate His redemptive mission. The Holy Spirit is the Spirit of God who exalts Christ, convicts of sin, righteousness and judgment.

### The Authority and Power of the Bible

**We believe** that the Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man.

### Salvation

**We believe** salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer.

### About the Church

**We believe** that the church is a local body of baptized believers of the Lord Jesus Christ who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

### About Baptism

**We believe** that Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an obedient act symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.

### About the Lord's Supper

**We believe** the Lord's Supper is an ordinance mandated by Jesus Himself. This solemn act is to be done honestly and repeated in commemoration of Christ's death burial and resurrection. It is a time of introspection and a reminder of the atonement symbolized by the taking of the bread and juice.

### About Ministry

We believe every Christian has been called by God to actively participate in ministry (Matthew 28:19-20 & Acts 1:8).



# POSITION OVERVIEW

The Campus Security Officer is primarily responsible for providing security for St. Paul Baptist Church, and Dr. Ephraim Williams Family Life Center, staff, daycare students, buildings, and property. This will be accomplished through patrol of buildings and building perimeters. Also, includes patrolling parking lots to prevent unauthorized visitors or property damage and to provide general security. The Campus Security Officer will also work with the St. Paul Baptist Church contract secretary company.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work with the Safety and Security Director, Executive Pastor, Daycare Staff on safety related matters.
2. Provide security for campus staff and Oak Park Pre-School staff, parents, and children.
3. Monitor the Family Life Center entrance and exits for visitors, students, parents, and guests to address unauthorized persons.
4. Respond quickly and appropriately to calls regarding unruly students and/or guests.
5. Secure parking lot when required, assist with directing traffic, and investigate any accidents as needed.
6. Maintain close relationship with contract security company.
7. Have a working knowledge of emergency evacuation procedures.
8. Maintain professionalism at all times.
9. Make your presence known by wearing proper security attire.
10. Be aware of surrounding
11. Deter, deescalate, and resolve any issues that may arise.
12. Provide debriefing with contract Security Company when a shift change occurs.
13. Ensure that security equipment and radios are properly working.
14. As needed conduct a sweep of the entire campus, inside and outside, looking for anything suspicious.
15. Report any suspicious activity to the Safety and Security Director.
16. Complete an incident report for all incidents.
17. Perform other duties assigned.





## POSITION OVERVIEW (Continued)

### Knowledge and Abilities:

1. Working knowledge of latest security protocols and procedures.
2. Crowd management techniques.
3. Handling of hostile/hazardous persons or event.
4. Excellent written and verbal skills.
5. Report writing.

### Core Competencies Required:

1. **Attention to Detail:** Ability to focus on tasks. Being alert to security events.
2. **Physical Fitness:** The ability to perform daily tasks with optimal performance, endurance, and strength. Having the ability to stand and walk around building.
3. **Critical Thinking:** Involves having the ability to examine a situation and objectively develop a conclusion. It is the ability to analyze a security threat.
4. **Teamwork:** The ability to collaborate and work with others.
5. **Customer Service:** The ability to properly interact with members, guest, and the general public. It may involve directing visitors to a building or explaining security procedures to event guest.

## EDUCATION, CERTIFICATIONS & LICENSES

### Education, Training and Experience

- Possession of a Bachelor's Degree in Criminal Justice or a related field from an accredited college or university.
- Five (5) years' experience (may include law enforcement or public safety experience, investigative and supervisory experience)

*Note:* Consideration may be given to individuals who possess a combination of education and experience within the above parameters.

### Licenses; Certificates; Special Requirements

- Possess current California Drivers license
- Possess current California Guard Card
- Complete Criminal Background Check with California Dept. of Justice (DOJ) and Federal Bureau of Investigation (FBI)
- Must be bondable and shall remain as such.
- Complete physical exam by qualified medical personnel
- COVID-19 Vaccine is Required
- TB Test Clearance
- Child Abuse Index Clearance is Required





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## COMPENSATION PACKAGE

Campus Security Guard will be compensated with:

- Starting salary range of \$42,000.
- Medical and dental coverage.
- Retirement contribution.
- Two weeks of paid vacation after one year of service.

## APPLICATION PROCESS

To be considered for this position, please submit the following items to Terri Hampton at [thampton@stpaulsac.org](mailto:thampton@stpaulsac.org). no later than **Until Filled**

- Cover letter that explains how you are qualified for the position.
- Christian Experience Essay.
- Curriculum Vitae/Resume.
- List of five (5) references.

*Note: Applicants who fail to provide a complete package may not be considered.*

