

Director of Facilities Security & Events



DIRECTOR OF FACILITIES SECURITY & EVENTS ROLE DESCRIPTION

The Director of Facilities Security & Events is responsible for the strategic development, implementation, and oversight of a comprehensive, forward-thinking safety & security program. This individual excels at creating a welcoming, inviting, safe environment at Cherry Hills by overseeing all security and safety related systems and processes. Additionally, this person will oversee and provide leadership, vision, and support for the Event Services Team. The church is seeking an individual with extensive experience, vision and competencies in all areas required to successfully enhance the security posture of the campus while still maintaining a vibrant, Christ-centered environment for church events. The Director of Facilities Security & Events furthers Kingdom impact of the church by ensuring the campus is safe, clean, and equipped to support all ministry functions.

RESPONSIBILITIES

Oversee all Campus Security and Inspection Activities

- Oversee all safety and security programs and protocols of the church and develop plans and strategies for continual improvement
- Assist with responsibilities associated with weekend and evening services as needed, including providing security, and other roles as needed to host vibrant worship services
- Manage security services contract and schedule all necessary security support
- Manage security and fire monitoring contract and respond to security and fire alerts
- Provide after-hours facility-access and security support
- Serve as primary liaison with local law enforcement, fire, and other emergency managers and first responders and ensure the campus is compliant with all local laws and regulations
- In the event of a community health concern, serve as the primary liaison with local, state, and federal health officials to coordinate an appropriate response
- Work with church leadership on developing a plan and strategy for the formation of an internal active shooter response team
- Work with church leadership on developing a Crisis Management team and also serve as the church's Incident Commander as needed
- Schedule, communicate, prepare, and execute all fire inspections throughout the campus; create reports, corrective actions and follow-through post inspection with any non-compliances or recommendations.
- Maintain campus-wide security system in good working order; oversee all contract repair work and system upgrades
- Maintain campus-wide fire alarm system in good working order; oversee all contract repair work and system upgrades
- Maintain ID badge software, manage distribution of badges to employees, volunteers and contractors
- Develop policy and administer process for key access and the dissemination of physical keys
- Manage door schedule and access control for all campus buildings

Provide Effective, Inspiring Leadership to the Events Services Team

- Provide direction, training, support, feedback and coaching for team members; building a culture defined by love and unity

- Establish and monitor staff performance and development goals
- Partner with Operations Director to hire, evaluate and develop Events Services staff
- Complete performance reviews (in collaboration with Organizational Development)
- Ensure staff operate within approved work hours

Assist with Miscellaneous Day-to-Day Facilities Activities

- Assist with snow removal as needed
- Assist the Operations Director with other duties as needed

Recruit and Lead a Highly Effective Volunteer Team

- Build a culture defined by love and unity
- Train, lead and direct volunteer teams for maximum impact
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback for continuous improvement
- Oversee Volunteer Teams as assigned by Supervisor

Ensure Accurate, Timely Response to Communication Requests

- Manage email, voicemail and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion and a service orientation

Complete Other Duties Assigned by Supervisor

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Serve as a Fantastic Teammate to Church Leadership, Supervisor and Peers

- Demonstrate loyalty to teammates in action and word
- Pursue and uphold relational unity with teammates
- Make assists for teammates to facilitate church-wide wins
- Uphold the six commitments of trust and trustworthiness

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Operations Director
- Collaborate with Operations Director and teammates/peers to determine strategies for ongoing professional development
- Attend Department and All-Staff Meetings

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' [Statement of Our Faith](#)

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following are some of the spiritual gifts that are recommended for this role:

Leadership
Discernment
Helps
Craftsmanship
Hospitality

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university
- Minimum 5 years prior law enforcement or security experience
- CPR & First Aid training and certifications
- Firearms training and certifications
- Supervisory experience

REQUIRED SKILLS, COMPETENCIES AND PHYSICAL DEMANDS

- Excellent leadership skills
- Unimpeachable integrity
- Strong organizational skills
- Exceptional communicator – both verbal and written
- Critical thinking skills and ability to anticipate threats both internally and externally
- Strong situational awareness
- Resourceful
- Strong work ethic
- Ability to work independently
- Strong surveillance skills
- Objectivity
- Emotional control integrity
- De-escalation abilities
- Judgement
- Patrolling (includes ability to move about the campus and all buildings on foot or other form of transportation in an effective manner)
- Lifting

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MINISTRY:
Facilities Services

SUPERVISOR: Operations Director

POSITION TYPE: Full Time, Exempt

HOURS PER WEEK: 40 hours

SALARY RANGE: \$62,451 - \$96,801

BENEFITS: Eligible, Health, Dental, Vision, 403(b), Paid Vacation and Sick