

Employer: Church Universal and Triumphant
Group: Business Office
Team: Security

JOB TITLE: SECURITY TEAM LEADER

Reports to: Business Manager

Job Status: Full-time, non-exempt, hourly

Hours of Work: 30 to 40 hours per week.

Pay Range: Dependent on training and experience

Benefits: Eligibility for the employee health benefits, life insurance, Paid Time Off (PTO) and 401(k). Additional information about these benefits is available from Human Resources.

Legal Holidays Observed: President's Day, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Day and 2 floating holidays per year.

SUMMARY

Manages and develops the team of trained employees, volunteers and contractors providing security services for the Inner Retreat. Oversees security team training and facilitates staff education on security and safety matters. Manages and reviews security systems and related communications systems. Ensures compliance of security operations with applicable law, license requirements and legal agreements. Serves actively as security guard and schedules team members for patrols and shifts during regular business hours, special events and after hours. Available on-call 24/7 for assistance with emergencies or ensures availability of back-up individuals on-call. Administers requests for land access. Performs other duties as required, including working cross-functionally with Community Operations on infrastructure and wildlife matters with impact on security and with other teams involved in health, safety and emergency response, including the First Aid and Fire Protection teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Implements security policies, protocols and procedures for the Inner Retreat, periodically reviewing policies and making proposals for improvement for the approval of leadership.
2. Manages and develops the team of trained employees, volunteers and contractors providing security services for the Inner Retreat.
3. Oversees security team training and facilitates staff education on security and safety matters.
4. Manages and reviews security systems and related communications systems.
5. Ensures compliance of security operations with applicable law, license requirements and legal agreements. Oversees Church's licensure as a Proprietary Security Organization.
6. Evaluates and reports on the security readiness of the Inner Retreat, Teaching Centers and Study Groups.
7. Controls budgets for security operations and monitors expenses.
8. Recruits, trains and supervises security personnel for best practices

Employer: Church Universal and Triumphant
Group: Business Office
Team: Security

9. Coordinates with other managers to determine operational needs
10. Plans and coordinates security operations, both for routine needs and specific events. Serves as security guard and schedules team members for patrols and shifts during regular business hours, special events and after hours.
11. Develops and maintains good working relationships with law enforcement including the County Sheriff and the Montana Fish, Wildlife & Parks game wardens.
12. Coordinates staff when responding to emergencies and alarms.
13. Reviews reports on incidents and breaches.
14. Investigates and resolves security and security related issues.
15. Creates reports for management on security status.
16. Analyzes data to present proposals for improvements (e.g. implementation of new security technology).
17. Oversees the allocation of key and alarm codes for buildings and property access.
18. Conducts and participates in security drills with staff and members.
19. Maintains “No Trespass” signage on Church property.
20. Available on-call 24/7 for assistance with emergencies or ensure availability of back-up individuals on-call.
21. Administers requests for land access.
22. Performs other duties as required, including working cross-functionally with Community Operations on infrastructure and wildlife matters with impact on security and with other teams involved in health, safety and emergency response, including the First Aid and Fire Protection teams.
23. Supervises security team to:
Patrol all designated buildings and grounds for unsafe or hazardous conditions, unauthorized persons and/or activity and initiate corrective action or notify proper authorities as necessary.

Answers and respond to calls for security.

Makes periodic internal and external security checks of designated areas; examine doors, windows, etc. to determine they are secure; make appropriate log entries and report unusual activity or usage to the Business Manager.

Coordinates security patrols to monitor propane tank levels. Based on specifications from Community Operations and report to the authorized individual the need for tank refilling.

Manages and maintain the Ranch radios and radio system.

Manages and maintain the Ranch’s electronic security system codes maintenance.

Prepares and submits timely and accurate reports of security events, violations and/or safety hazards.

Receives, stores and returns lost and found items.

Recommends security measures such as lock changes as needed.

Employer: Church Universal and Triumphant
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Note: Due to the ongoing development of the organizational Business Plan, the Essential Duties and Responsibilities listed above may be modified and, in some cases, could substantially change.

QUALIFICATIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Work Experience

High school education or equivalent.

Knowledge, Skills, and Competencies

Able to satisfy the requirements of Montana State law for security guards and Resident Managers (see below under “Certificates, Licenses, Registrations”). Proven experience as security manager or relevant experience. Experienced using relevant technology and equipment (e.g. CCTV). Global Positioning System (GPS) experienced to support management of Ranch infrastructure a plus. Experienced in reporting and emergency response planning. Excellent knowledge of security protocols and procedures. Solid understanding of budgeting.

Working knowledge of MS Office. Very good communication, interpersonal skills and emotional intelligence. Very good organizational and leadership skills. Committed and reliable. Self-motivated with the ability to work with little supervision. Able to motivate staff to achieve their goals. Personable and able to interface professionally with local law enforcement officers and other individuals who may visit our property.

Willingness and flexibility to learn new skills to meet organizational needs.

Certificates, Licenses, Registrations

- Licensed as a Resident Manager through the Montana Board of Private Security or has the capacity and willingness to pursue employer-paid training required for licensure (see <http://boards.bsd.dli.mt.gov/psp#1?15> for details).
- A citizen of the United States or a legal permanent resident of the United States
- Valid Montana driver’s license.
- Basic First Aid certification or willingness to obtain one.
- Applicant must consent to undergo professional psychological evaluation for the position.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk and may hike in back country and wildlife settings for up to full day periods. The employee is

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Group: Business Office
Team: Security

frequently required to stand and use hands to finger, handle, or feel. The employee may occasionally need to lift and/or move up to 50 pounds and may be required to appropriately use physical force in restraint, self-defense or defense of others. The employee may be exposed to outdoor weather conditions including rain, snow, wind and hot or cold temperatures.