

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
SERT Coordinator	Operations / Facilities	Facilities Director
Employment Status	FLSA Status	Effective Date
☐ Temporary ☐ Full-Time ☒ Part-Time 15 hours per week with flexibility	☒ Non-Exempt ☐ Exempt	06.2026– do/

WHO WE ARE

We are guided by our fundamental values, our CORE4, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- **Roof Wrecker (RW):** Willing to go above and beyond to help others connect with Jesus.
- **Game Changer (GC):** Committed to doing whatever it takes to advance the Kingdom.
- **Ephesians 4 (E4):** Focused on raising others up to fulfill their potential and contribute.
- **We Over Me (W/M):** Prioritizing the good of the team over personal gain.

POSITION SUMMARY

The Safety & Emergency Response Coordinator is responsible for overseeing and supporting the church's Safety & Emergency Response Team (SERT) across multiple campuses. This position ensures that volunteers are properly trained, equipped, scheduled and prepared to respond effectively to emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Training & Development (W/M, GC):** Coordinate and facilitate all Safety & Emergency Response Team training events; Develop, maintain, and distribute training materials, guides and resources; Organize drills, tabletop exercises and emergency response simulations.
- **Policies & Procedures (W/M, E4):** Develop, maintain and update Standard Operating Procedures (SOPs) for SERT; Review emergency response plans and recommend improvements based on best practices; Ensure consistency of safety procedures across all campuses; Assist with incident documentation, reporting and follow-up actions.
- **Volunteer Team Management (RW,GC,W/M):** Work with campuses to coordinate volunteer scheduling and campus coverage; Maintain accurate team rosters, certifications and contact information; Assist campuses with onboarding and orientation training for new volunteers.
- **Administrative Support (E4, RW):** Maintain safety team records and documentation; Assist with safety-related communications and reporting; Support special events by coordinating safety coverage and planning; Stay informed of local safety concerns and emerging threats.
- **Additional Responsibilities (E4, W/M):** This job description is not all-inclusive. Additional responsibilities related to the support of training events, weekend services, and special church activities may be assigned as needed.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

Education:

- Minimum of a Bachelor's Degree from an accredited college or university, preferred.
- CPR, First Aid, Stop the Bleed, CERT, or related certifications preferred.
- Consideration will be given to candidates having experience and demonstrated proficiency in the field.

Experience:

- Experience coordinating volunteers, teams or training programs.
- Experience in law enforcement, military, emergency management, healthcare, security or related field preferred.

Knowledge, skills, and gifts:

- **Character, Attitude, and Mission Alignment:** Strong work ethic; embodies Christ-like values—integrity, respect, empathy—and aligns with the mission and values of Compassion.
- **Confidentiality and Sound Judgement:** Effective problem-solver with excellent written and verbal communication skills; able to maintain and protect confidentiality.
- **Interpersonal and Leadership Skills:** Excellent relational skills; proven ability to work with diverse people and personalities; Create a collaborative team environment for new Serve Team Members.
- **Organizational and Administrative Skills:** Strong organizational and administrative skills; detail-oriented.
- **Technical Proficiency:** Excellent computer skills with proficiency in Google applications.
- **Physical Activity:** Ability to walk church campuses and event venues as needed; Ability to respond appropriately during emergency situations; Occasional evening and Saturday work required.

EMPLOYEE ACKNOWLEDGEMENT

I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____