



JOB DESCRIPTION **Security Guard**

Job Title: Security Guard

Location: Pasadena, CA

Reports to: Operations Manager/Pastoral Staff

Payroll Status: Part Time W-2 Employee (up to 10 hours / week)

Employee Type: Support Role

Work week: Sunday, various weeknights (Sunday's 8am-1pm, Tuesday's 6-10pm, and Wednesday's 6-10pm)

Role:

The Security Guard's primary responsibility is to maintain a safe, secure, and welcoming environment that allows other staff to perform their duties, and event attendees to participate unhindered.

Responsibilities:

This role includes but is not limited to the following responsibilities:

- Work alongside the Operations department and manage the posts and presence of the security in the space
- Responsible for assisting to bring Parking signs/A frames outside to correct lots and bringing back in after service
- Responsible for the coordinated security presence for all scheduled events
- Patrol and monitor activities on the premises regularly to ensure the environment is safe and secure
- Evict trespassers and violators and detain perpetrators while following legal protocols before relevant authorities arrive to take over
- Perform a full building sweep at the end of all events to ensure the building is secure and nobody is on the premises
- Adhere to security and safety measurements dictated by Vintage Church and the state of California
- Use provided communication devices such as two-way radios in a clear and concise manner (when in use)
- Report all security risks to the Coordinator and assist in providing temporary solutions

Requirements & Physical demands:

- A qualification and certification in security training
- An ability to lift and carry 50lbs of signage
- Professional and alert appearance and demeanor at all times
- Appropriate physical strength and fitness
- Ability to be alert and aware of surroundings
- Ability to demonstrate sound judgment in decision making
- Understanding of and alignment with the core values, mission and vision of Vintage Church
- Commitment to living a public life that is founded in Christ-likeness and above reproach
- Physically able to stand for long periods; up to 8 hours
- Expected to work Sundays, Christmas Eve, and Easter weekend
- Preference given to candidates who come with personal liability insurance

If interested, please send resume and cover letter to church@vintagepasadena.com.

***PAID SUPPORT ROLE:** A non-staff W-2 Employee who is hired for a particular role, often on Sundays only, and sometimes for a predefined amount of time, for instance when seasonal demand requires additional help. This person is an employee for legal and tax purposes, but is not considered a member of Vintage Church Staff.