



Job Description

Position: Safety & Security Intern
Reports to: Director of Security - Scott Pickett
Schedule: Part-time, up to 20 hours, Hourly, Non-Exempt. Includes weekends.
Duration: 13 weeks
Employment Classification: Intern (I)

Role Overview: The Safety & Security Intern is a part-time position offering a student practical experience while providing ministry support in all aspects of church safety and security, including ministry related programs, grant management, critical infrastructure threat assessments, team dynamics and leadership, as well as oral and written communications. The Safety & Security Intern should be a team player who is developing strong organizational, ministry, communications, and technical skills. The intern should have recognized gifts and growing interest in the following areas:

- **Detail-Oriented** - this person must be able to keep many details straight and maintain a high level of excellence in a fast-moving environment.
- **Responsibility** - you are dependable. When assigning new responsibilities, people will look to you first because they know it will get done.
- **Focus** - can take direction, follow through, and make the corrections necessary to stay on track. Prioritize and then act.
- **Maximizer** - focuses on strengths to stimulate personal and group excellence. They seek to transform something strong into something superb.
- **Technical Ability** - a person who is capable of learning and using various software programs, including Microsoft Office and Rock. Training will be provided for Rock.
- **Team Player** - this individual will work collaboratively at The Compass Church with staff and volunteers.
- **Emotional and Spiritual Maturity** - needs to be energetic, emotionally and spiritual mature, and be a developing leader with a desire to learn and practice ways to equip and inspire staff, volunteers, and guests.

Responsibilities:

- Work with the Director of Security and Security Coordinator on safety and security plans and how they should be developed and implemented as part of a ministry plan.
- Assist ERT members at all our Campus locations with safety and security matters.
- Assist with medical training.
- Assist with grant management and administration.
- Assist in ministry related curriculum.
- Assist with emergency management strategies, emergency operations plan, and other emergency preparedness projects.

- Assist with outreach opportunities with other churches, law enforcement, fire, and EMS personnel.
- Assist in training volunteers in person and using or creating video-based materials.

Requirements and Expectations:

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Have a strong sense of calling to work in church ministry.
- Be committed to the mission, vision, priorities, and ministry philosophy of The Compass Church.
- Attend The Compass Church during the internship at one of our Campuses and assist with ERT duties on a regular basis.
- Attend staff meetings, intern cohort meetings, and all-church staff meetings.
- Team player with leadership skills.
- Proactive communicator.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.