

**FIRST CONGREGATIONAL CHURCH (UCC)  
BURLINGTON, VT**

**Position Description: Security Personnel**

As of May 2023

**Reports to:** Office Manager

**Status:** Part-Time

**Rate:** \$17/hr

**Hours:** 5-10 per week

**Fair Labor and Standards Act (FLSA):** Non-Exempt

First Congregational Church (UCC) is a vibrant congregation of approximately 300 members, located in an urban setting in downtown Burlington, Vermont. We are an Open and Affirming congregation with a diverse church family.

**JOB SUMMARY**

Duties include monitoring traffic into and out of the building, directing visitors to the appropriate spaces within the church, ensuring adherence to building use policies, and positively contributing to a safe church environment.

**ESSENTIAL FUNCTIONS**

- Dedication to providing a safe, welcoming, and secure church building and grounds
- Monitor church building and grounds for suspicious and/or inappropriate activity
- Provide welcome and assistance to visitors
- Compassionate communication and willingness to clearly enforce boundaries with vulnerable populations
- Provide setup or disassembly of rooms as needed
- Provide audio/visual setup assistance as needed
- Clean and sanitize public spaces, high touch items, etc.
- Secure building following events (all entrances/exits to be locked, lights to be turned off, alarm(s) to be set, etc.)

**MINIMUM QUALIFICATIONS**

- Demonstrated interpersonal communication skills
- Grace and patience under pressure
- Weekend and evening availability
- Ability to lift/move at least 15 lbs

**CORE COMPETENCIES**

- A clear understanding of emergency protocol
- A high level of discretion and sensitivity to potentially unsafe, threatening, harmful, or hazardous activity or situations
- Experience with de-escalation strategies

## **Job Posting**

Do you have a flexible schedule and want to make a few extra bucks? First Congregational Church is adding another member to our security staff. You will be opening and closing the building for after office-hour rentals, like Alcoholics Anonymous, funerals, and weddings. Shifts may include light event setup (moving chairs and tables, checking temperature settings, or setting up projector and microphones), unlocking the building, directing visitors, cleaning and sanitizing, and locking and securing the building after the event. Must be able to follow instructions for each shift and provide any necessary feedback from the event.

As a church in downtown Burlington, you will have to compassionately communicate and clearly enforce boundaries with vulnerable populations to keep the building and grounds safe, welcoming, and secure for members and guests. You must be willing to undergo a background check and security protocol training.

This is a great opportunity for a responsible college or graduate student, a retired or semi-retired professional.