



## Job Description: SAFETY & OPERATIONS COORDINATOR

**HOURS:** Part-time schedule available with potential full-time; work located onsite/remote as appropriate

**ACCOUNTABILITY:** This non-exempt position reports to the Principal and/or church leadership to support overall ministries.

**PURPOSE:** To partner with ministry leaders and provide professional experience implementation of safety and security programs for our BACBC ministries with focus on school and preschool campus operational programs

### REGULAR DUTIES:

1. Promote a positive culture within our ministries, ensuring all employees are well-connected around a common goal of safe practices.
2. Assist in the development, implementation and maintenance of the organization's safety programs, policies and initiatives that promote a safe culture, best practices, and minimize risk.
3. Coordinate workplace assessments, so there is consistent execution and understanding of specific requirements.

### SAFETY & HEALTH

4. Partner with Facilities and Principal or School Admin over Operations to develop Safety Program for students and staff (i.e. Reunification, Security Assessment, etc.)
5. Organize and maintain the ministry Safety Program for employees on policies, regulations, company standards and procedures. Create training on safety topics relevant to the organization's work habits and injury history.
6. Work closely with the School Admin over Operations and assist admins and directors to address hazards and recommend corrective actions for high risk conditions, and/or at-risk behaviors based on applicable policies and regulations.
7. Develop and assist with safety program documentation.
8. Create and maintain ministry specific safety documentation and prepare safety assessment proposals for requested projects.

### OPERATIONS

9. Partner with School Admin for campus events and Facilities for logistics
10. Manage school event's logistics with consideration of our shared campus and cross ministries partnerships
11. Oversee Transportation documentation, procedures, vehicle records/assignments, and drivers records/schedules for ministry needs
12. Review and develop procedures to focus on safety and efficiency

### PERIODIC DUTIES:

1. Assist with safety/physical security for campus-wide functions as needed: Open House, fundraisers, orientation, graduation, etc.
2. Assist with school physical security and class/students monitoring

### OCCASIONAL/IRREGULAR DUTIES:

To apply, find our Employment Application on our website,  
<https://www.coastlinechristian.org/employment>  
or contact Human Resources at [HROffice@bacbc.org](mailto:HROffice@bacbc.org)

1. Other job duties as assigned

**QUALIFICATIONS:**

- Knowledge of school and campus safety protocols
- Three or more years of professional experience with student safety programs and/or campus security and procedures
- Knowledge of Microsoft products such as MS Word, Excel, and Powerpoint
- Familiarity with Google products such as Google calendar, docs, and spreadsheets
- Ability to operate office equipment (copier, computer)
- Ability to manage and lead meetings, staff and volunteer teams, adult and student teams
- Organized, efficient, detail-oriented, and able to meet deadlines
- Strong verbal and written English communication skills
- Evangelical Christian commitment and lifestyle consistent with BACBC's Articles of Faith

To apply, find our Employment Application on our website,  
<https://www.coastlinechristian.org/employment>  
or contact Human Resources at [HROffice@bacbc.org](mailto:HROffice@bacbc.org)