

Position Description

LJCC Security Coordinator

The Lawrence Jewish Community Congregation (LJCC) seeks an experienced professional to fill a part-time position as our Security Coordinator. The Security Coordinator will work with local and federal agencies, and volunteers to provide a safe environment for all congregants, students, staff, and visitors. It is intended that the Security Coordinator might easily maintain a separate full-time job in addition to fulfilling this role.

Established in the 1950s, the LJCC is oldest and most inclusive Jewish organization serving the religious, social, life-cycle, and intellectual needs of the Lawrence, Kansas Jewish community. The LJCC is lay-led by a board of directors. The Security Coordinator reports to the President of the board and works in close cooperation with other staff.

The Security Coordinator will be responsible for security during all LJCC programs and events. The LJCC offers a weekly Shabbat service, holiday services, b'mitzvah and other lifecycle events, adult and children's educational programs, and a variety of social activities. The congregation's home is a facility in the heart of Lawrence, close to the University of Kansas campus. The Security Coordinator will work an average of 5 to 6 hours per week, including Shabbat services (a Friday evening or Saturday morning), holiday services, the Blintz Brunch, and other events. Law enforcement, private vendors or trained congregation volunteers may supplement or substitute for the Coordinator when appropriate.

The duties will be split into the areas of security deployment, security preparation and training, and other duties, with specific expectations as follows:

70% - Security Deployment: Ensure the safety and security of the congregants and the LJCC facilities by:

- providing, or scheduling contractors (Lawrence Police Department or private vendors) or trained congregation volunteers to provide appropriate security for all Shabbat and holiday services
- providing security for all other programs as appropriate in close cooperation with the other staff
- keeping abreast of possible threats by monitoring security information services (including Homeland Security notices and alerts, local law enforcement information, etc.) and notifying the board or congregation on a timely basis of concerns and taking appropriate actions
- overseeing and assuring the continual operation of the entire security system (including any and all vendors, equipment, processes and procedures) for the LJCC in close cooperation with the board, Administrative Director, and volunteers

20% - Security Preparation and Training: Understand the security landscape and prepare for security needs by:

- attending professional safety and security training programs aimed at gaining a better understanding of the Security Coordinator's role and responsibilities
- regularly communicating with peers at other congregations – Jewish and otherwise – and similar organizations about best practices, mutual support systems, etc.

- training congregation volunteers to provide security
- training congregation members in threat/emergency response
- updating and maintaining the LJCC's emergency response procedures

5% - Improving Security Infrastructure: Ongoing awareness of physical, communication, knowledge, and other kinds of security infrastructure needs for the congregation and pursuing opportunities to improve such infrastructure:

- identifying and coordinating proposals for funding opportunities from external agencies,
- managing or helping to manage the use of external funding to improve the security of the building and grounds and other kinds of security infrastructure

5% - Other: Other duties as assigned related to the functions of the position and the goals and mission of the LJCC

Required qualifications:

The LJCC is looking for someone with the ability to be both a self-starter and a proactive collaborator with board members and volunteers, someone with a strong work ethic and a sense of dedication to the safety of the congregation. The successful candidate will have:

- a High School diploma or equivalent
- a valid Kansas Driver's License with acceptable driving record
- the ability to climb stairs
- the ability to work a flexible schedule, including evenings and weekends
- a welcoming and professional demeanor and appearance
- good judgment and decision-making skills as demonstrated in application materials, interview, and references
- strong verbal communication and interpersonal skills

Preferred qualifications:

- a working knowledge of relevant equipment, policies, procedures and strategies to promote effective security operations for the protection of people and property
- demonstrated effectiveness in engaging volunteers and creating positive and satisfying experiences
- knowledge of area security and law enforcement resources
- familiarity with security practices for religious or similar organizations
- a minimum of two (2) years' experience in a similar security position or in law enforcement

Benefits – flexible work schedule

Salary – up to \$7,500 annually, DOE