

JOB DESCRIPTION

St. Anthony Shrine



Job Title: Assistant Director of Safety and Security

Department: Safety and Security

Reports to: Director of Safety and Security

Location: St. Anthony Shrine
100 Arch Street
Boston, MA 02110

FLSA Status: Full-Time, Exempt

Prepared Date: July 13, 2020

Approved by: Thomas Conway, OFM

SUMMARY

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the Director of Safety and Security to work in accordance with this Mission.

St. Anthony Shrine, the "Church on Arch Street" is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine's ministry has remained constant for 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 38 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation. The Shrine also has approximately 30 outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

Assistant Director of Safety and Security reports to the Director of Safety and Security.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. Assists with the creation and supervision of the safety plan around Covid-19 as it relates to reopening and management of day to day at the Shrine.
2. Assists in supervising security personnel, including contractors.
3. Assists in supervising janitorial staff, including contractors.
4. Assists in the development of policies, procedures, and protocols around safety and security of the Shrine, with special emphasis on the publicly available spaces and Covid-19.
5. Assists in the development and implementation of plans pertaining to life safety, with particular emphasis on minimizing risk in the public and employee work areas.
6. Participate in the team to improve the receipt of deliveries to the building, and delivery to the recipient.
7. Participate in the team to improve the movement of currency around the building, as necessary.
8. Assists in the establishment of protocols around the visitation of contractors to the Shrine.

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the Assistant Director of Safety and Security to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our *Franciscan Values in the Workplace*, which are: service, humility, peacemaking, contemplation and collegiality.

REQUIRED QUALIFICATIONS

Bachelor's Degree in related field and a minimum of 5 years experience in a security position or in the public safety field.

ADDITIONAL REQUIREMENTS

1. Able to sit at a computer, stand, walk, climb stairs, and move around the facility.
2. Able to lift 50+ pounds
3. Maintain confidentiality.
4. Be respectful, honest, trustworthy.
5. Possess cultural awareness/sensitivity.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree in a related field and a minimum of 5 years experience in a security position or in the public safety field.

WORK ENVIRONMENT

One part professional office environment in a business/residential religious (Franciscan, Roman Catholic) building. One part interacting with the general public, friars, the Boston Police (as necessary), contractors, worshipers, people coming to the Shrine for social services. A unique aspect of the Shrine is that paid employees and friars work collegially.

SALARY

To be determined.