



**POSITION TITLE:** Campus Safety Associate

**REPORTS TO:** Program Manager, Campus Safety

**FLSA STATUS:** Full Time Non-Exempt

**JOB TYPE:** Work schedule will vary based on program and department needs. Shifts may include day, swing, and overnight (graveyard) hours. Flexibility to work weekends or holidays may occasionally be required.

**SALARY:** \$21.00 - \$25.00 per hour

#### **POSITION SUMMARY:**

The Campus Safety Associate helps ensure a safe, respectful, and welcoming environment for all staff, clients, and visitors. This position is responsible for conducting regular patrols, monitoring activities, and responding promptly to safety concerns or incidents. The role supports de-escalation and conflict resolution efforts, promotes compliance with policies, and maintains professionalism and compassion in all interactions. Serving as a visible safety presence, the Campus Safety Associate also assists with emergency response and overall campus security operations.

#### **Why St. Mary's Community Services?**

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.



### **Essential Duties & Responsibilities**

- Maintain a safe, respectful, and welcoming environment for all staff, clients, volunteers, and visitors.
- Screen and direct community members and clients.
- Conduct regular patrols of the campus to ensure safety, cleanliness, and compliance with organizational policies.
- Monitor and anticipate unsafe conditions or behaviors and take appropriate preventative or corrective actions.
- Respond promptly to safety incidents, alarms, and emergency codes in accordance with established procedures.
- Support de-escalation and conflict resolution efforts with professionalism and compassion.
- Enforce safety protocols and campus policies to promote a secure environment.
- Conduct risk assessments during shifts and report hazards or maintenance needs to the shift lead.
- Assist with crowd control and line organization during meal service, ensuring accurate meal counts.
- Ensure buildings and designated areas are securely locked during evening or overnight shifts.
- Complete incident and shift reports accurately and in a timely manner.
- Collaborate with other departments to maintain operational safety and support program activities.
- Participate in required safety training and maintain awareness of emergency response procedures.
- Maintain confidentiality of client information.
- Represent the organization's mission and values in all interactions with clients and community members.



### **Physical & Mental Requirements**

**Mobility:** Frequent standing, walking, and patrolling for extended periods. Occasional bending, squatting, kneeling, pushing, and pulling. Ability to move quickly in response to emergencies or unsafe situations.

**Lifting:** Frequent lifting, carrying, or moving objects up to 25 pounds (e.g., supplies, or safety equipment). Occasional lifting of up to 50 pounds with or without assistance.

**Visual:** Constant need for close and distance vision to observe surroundings, identify potential hazards, and complete reports. Occasional use of depth perception and peripheral vision during patrols and crowd monitoring. Ability to read safety signage, written reports, and electronic communications.

**Hearing/Talking:** Frequent verbal communication with clients, staff, volunteers, and visitors in person and via radio or telephone. Ability to hear and respond promptly to alarms, emergency codes, and verbal instructions in dynamic or noisy environments.

**Emotional/Psychological:** Frequent decision-making and problem-solving in potentially stressful or emergent situations. Ability to remain calm, professional, and compassionate during conflicts, emergencies, or interactions with individuals in crisis. Occasional exposure to situations involving trauma, grief, or behavioral challenges.

**Environmental:** Frequent work performed both indoors and outdoors, including exposure to varied weather conditions. Occasional exposure to moderate noise, cleaning materials, and other environmental factors related to campus operations.



**What You Bring:**

- High school diploma or equivalent required.
- At least one year of security, safety, or related experience in a role involving monitoring, patrolling, or enforcing policies and procedures.
- Strong situational awareness and the ability to provide consistent campus oversight while offering guidance to clients, guests, volunteers, and staff.
- Proactive safety mindset with the ability to monitor, identify, and anticipate unsafe conditions and collaborate effectively with others to maintain a safe environment.
- Sound judgment and professionalism when responding to Safety Codes and handling safety-related concerns.
- Commitment to compliance, ensuring all staff, volunteers, and clients adhere to established safety practices, policies, and campus procedures.
- Reliability in documentation, including completing required reports by the end of each shift and following proper incident-reporting protocols.
- Willingness to complete specialized training and apply learned skills directly to daily operations.
- Risk-assessment skills to continuously evaluate potential hazards and implement preventative measures throughout each shift.
- Attention to detail
- Ability to conduct routine patrols, maintain visibility, and support overall campus security.
- Crowd-management abilities, including organizing lines and ensuring accurate daily meal counts during meal services.
- Flexibility and teamwork, with readiness to assist various departments whenever needed to support a safe environment.
- Other duties as assigned



**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

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