

St. Brigid of Kildare Catholic Church and School

Safe Environment Coordinator

Part-Time: average 20 hours/week

St. Brigid of Kildare Church and School, located at 7179 Avery Rd in Dublin, is seeking a Safe Environment Coordinator, to work onsite.

Position Overview:

The Safe Environment Coordinator will manage the compliance of Diocesan Safe Environment Policies for St Brigid Church and School for all staff and ministry volunteers, especially those involving minors. This person will report directly to the Pastor. The ideal candidate will have experience in law enforcement, the military or criminal justice, and be an effective communicator and collaborator.

Specific Job Responsibilities:

- Review existing safety protocols across campus to ensure best practices and procedures are implemented. Communicate and train staff to adhere to newly established safety protocols.
- Direct contact and communication with key ministry leaders to establish and enforce procedures so that relevant information can be quickly communicated and potential issues resolved in a timely manner. Key ministry leaders include, but are not limited to, St Brigid School Principal, Religious Education Director, Athletics Director, Scout and Home and School leaders. This may require attendance at select ministry meetings.
- Communicate Safe Environment requirements to volunteers through established communication channels.
- Manage the database of all campus volunteers and staff, confirming compliance with all Diocesan policies before any contact with minors. This includes verification of BCI/FBI/Selection, Virtus *Protecting God's Children* training, and any other training according to Diocesan, Athletic Association and/or Scouting policies.
- Screen and direct follow up with staff and volunteers, ensuring compliance with all policies before involvement with minors.
- Coordinate *Protecting God's Children* and other training programs on our campus at least twice/year.
- Prepare for and ensure all requirements are met for the annual and 3-year Diocesan Safe Environment audits by maintaining accurate and organized records.
- Attend and report current activity and issues at monthly staff and quarterly Steering Committee meetings.

Position Details:

- This is a part-time position, expected to average 20 hours/week. There will be times when work demands are higher and other times much lower.
- This position starts at \$30/hour and is not eligible for benefits.
- Candidates must be at least 21 and must be PGC/BCI compliant via completing a Protecting God's Children training and a BCI fingerprint background check.

How to Apply:

Interested candidates should submit their resume and cover letter to Becky O'Connor,
at boconnor@stbrigidofkildare.org.