

# **Basilica of Saint Mary - Position Description**

## **Site Manager**

**Name:**

**Date:** 5/31/2023

**Department:** Campus Facilities

**Schedule:** Part-time / Non-Exempt  
Every other weekend (some weeknights)

### **Purpose of Position**

Support The Basilica's mission by providing a safe, welcoming and hospitable environment for all staff, parishioners, volunteers and visitors. Manage campus safety and security and take the lead in case of emergencies. Assist staff and volunteers with timely set up and cleanup for liturgies, events and activities.

### **Scope of Position**

- Report to the Director Building and Grounds
- Coordinate cleaning needs with evening and weekend maintenance personnel
- Serves as liaison for Security Officers and Minneapolis off duty police, and Receptionists when on site

### **Primary Functions/Duties and Major Activities**

#### **Coordinate with uniformed security officers and Minneapolis police officers (when present) and Rectory Receptionist to provide a safe campus environment.**

- Assist with security efforts by serving as non-uniformed security in the church during weekend liturgies, confirmations and other major events, with a focus on a friendly presence and de-escalation.
- Serve as site contact for uniformed security officers, Minneapolis police and receptionists. Monitor campus safety and communicate all issues to Supervisor, Director of Campus Facilities and Managing Director. Prepare and submit timely Incident Reports. Enforce Trespass Orders by contacting the Minneapolis police.
- Serve as primary contact for any emergencies and 911 calls while on campus. Understand and internalize emergency and safety / security plans to assist and direct others. Know what to do and who to contact in any potential emergency situations that may arise.
- Assist with first aid for medical emergencies until professionals arrive.

#### **Anticipate, organize and set up rooms and equipment in time for the arrival of guests and program participants, and tear downs and clean up after events and activities.**

- Assist staff and volunteers with preparations for upcoming activities and events by following "Set-Up Sheets." Make sure rooms are ready, audio-visual equipment is in place and working. Assist with turning over spaces for upcoming scheduled events and activities.
- Coordinate with maintenance staff for cleaning, set up and tear downs.
- Serve as Audio Visual equipment specialist for events and activities. This includes set up, problem solving, take down, and staff training as needed. Assist with the upkeep and maintenance of campus AV equipment including sound systems and microphones, livestreaming equipment, TV's, VCR's, DVD players, video projectors, and portable sound systems. Serve as a backup Sound Tech if needed.
- Support Rectory Receptionists as needed. Contact Receptionist Supervisor (Kris McBride) if emergency backup is needed, and fill in until a replacement arrives, or set the night message.

#### **Take on other duties as assigned.**

- Coordinate vacation / leave times with Site Manager team to insure coverage is available.
- Take on other duties as assigned by Supervisor.

- Be present, ready to work and on time as scheduled.

**Qualifications**

- Red cross trained/certification
- Good problem solver
- Good listener
- 3 years plus of Customer Service and supervisory experience
- Willingness to take hands on approach for set up / clean up / support as needed.
- Experience with conflict resolution and de-escalation
- Ability to work calmly in a crisis, take charge and work successfully under intense conditions with diverse groups of volunteers, visitors
- Available for flexible schedule, primarily weeknights, Saturday / Sunday afternoons and evenings and extended hours during December. Available to work through Christmas Eve, Christmas, Holy Week and Easter holidays

**Dress Code**

- At all times the dress code is to be professional (see the Basilica’s Employee Manual – currently Page #24 of the HR Manual).

**Mental Demands**

- Ability to work independently with minimal supervision
- Ability to defuse conflicts and work with diverse people from all backgrounds.
- Strong verbal communication skills
- Ability to maintain confidentiality
- Ability to prioritize tasks, workloads, and workflow
- Analytical and problem solving skills

**Physical Demands**

- Physically fit.
- Able to lift 60 pounds, move risers, tables, chairs, other furniture and items
- Able to walk up and down stairs

**Designation of Essential Functions:**

Employment in the church is different from secular employment. Employees must conduct themselves in a manner that reflects the church’s mission and morals.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization’s needs change, my job description will change.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_