

Unitarian Universalist Church Urbana-Champaign

Safety Coordinator Aka Safety GUURU

Job Description:(DRAFT)

The Safety Coordinator is responsible for:

1. Ensuring each Sunday that designated emergency leaders* are at the church during the service. The first responder job description is in a different document. Each first responder will:
 - a. Carry a walkie-talkie to communicate in an emergency- and be trained and ready to act in an emergency.
 - b. Check-in with the minister or worship leader so that they know whom to contact in an emergency.
 - c. Check-in with the director of religious education or RE Associate so that RE leadership knows whom to contact in an emergency.
 - d. Help in an emergency, following church protocol.

Each week, three emergency leaders are scheduled with one first responder the schedule as backup in case one of the scheduled responders is unavailable. The emergency leaders will be aware of upstairs and downstairs. Emergency leaders can be:

- e. Staff
 - f. Board member
 - g. Religious Education Associates
 - h. Ushers
 - i. Willing volunteers
2. Maintaining the list of trained and willing emergency leaders.
 3. Scheduling emergency leaders' trainings. Maintain the schedule of each week's emergency leader volunteers.
 4. Working with the director of religious education to be sure first responder, AED, first aid and CPR training occurs twice each year.

The safety coordinator will work closely with the minister, office administrator and staff. The coordinator is an unpaid, coordination/administrative position. This coordinator may be one of the emergency leaders.

*The 2018-19 safety task force will recruit the initial group of