

**St. Paul Missionary Baptist Church of Jacksonville, Inc. (SPMBC)
Evening Reporting Center**

**Transportation Coordinator / Security
Job Description**

Classification: Part-Time (30 hrs)

Program Description

The Evening Reporting Center (ERC) is a community-based alternative providing academic and enrichment programming as a court mandated alternative to incarceration for young men in zip codes 32208 and 32209.

The ERC will operate Monday through Friday, 2:00pm - 8:00pm and 9:00 am to 12 pm on Saturday, 48-52 weeks a year and serves up to 15 participants daily. Participants are court-mandated to attend as an alternative to incarceration. St. Paul Missionary Baptist Church of Jacksonville, Inc. (SPMBC) offers the ERC as an option for male offenders. Programming is intended as a skill-building diversion from further involvement in the juvenile justice system. Daily activities include academic, life skills, personal growth, violence prevention, anger management and athletic/recreational components.

As part of the requirements to participate in the ERC, youth must attend school daily unless excused and parents must participate as well in required ERC activities. Youth will be picked up after school at 3:00pm and taken home at 8:00pm.

The facility at SPMBC includes a fully-equipped kitchen, computer lab, multipurpose room, and outside basketball court. The ERC will run after and concurrently with other Church programming at this site, including community events.

Day to Day Operations

- Assist with daily supervision of youth.
- Pick up and drop students to various places.
- Search students upon arrival.
- Help to monitor students while at SPMBC.
- Make sure all bags and other personal items are stored away (no cell phones allowed on person).
- Complete sign in sheets after searching students and sign outs before leaving.
- Complete daily safety checks of the vehicle and church premises.
- Keep a daily log of all visitors of the program (all visitors must sign including partners).
- Other duties assigned by the Project Director and/or Church Administrator.

3738 Winton Drive
Jacksonville, FL 32208
www.spmbcjax.org

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Competencies

1. Effective communication (oral and written)
2. Personal Effectiveness/Credibility
3. Organized & detailed oriented
4. Professional attitude & appearance
5. Industry savvy
6. Flexibility
7. Team player

Required Education and Experience

1. High school diploma
2. Four years or more of security experience / detention experience

Send resume': Sharon Grant @ churchadmin@spmbcjax.org.

Deadline date: November 18, 2019 by noon