



Job Title: Security Guard (multiple positions available)
Location: National Shrine of Saint Rita of Cascia
1166 South Broad Street
Philadelphia, PA 19146
Reports to: Executive Director
Status: Part-time (25 hours per week)
Salary: \$15 per hour

ABOUT THE SHRINE

Our Mission & Vision

Founded in 1907 by the Augustinian Province of Saint Thomas of Villanova, the National Shrine of Saint Rita of Cascia is a Roman Catholic community of prayer and worship deeply rooted in Augustinian spirituality. Inspired by the life of Saint Rita of Cascia, an Augustinian saint known as a healer, reconciler, and peacemaker, the Shrine seeks to inspire people from all walks of life to live these virtues as they come to know and encounter God and others.

As we deepen awareness of the message and life of Saint Rita, as well as the ministry of the Shrine locally, nationally, and internationally, we desire to grow as a place of prayerful pilgrimage, transforming sacrament, and compassionate pastoral services of encounter.

Our Team

The National Shrine of Saint Rita of Cascia, once a parish, but no longer so, is staffed by a dedicated team of lay employees and Augustinian Friars who report to the Executive Director, Mr. Jonathan Jerome. Since the Fall of 2017, the Shrine has been led by a lay director who works closely with the local Augustinian pastor of a nearby parish, and reports to the Prior Provincial and his council, as well as the Shrine's Board of Directors.

Our Location

The National Shrine of Saint Rita of Cascia is comprised of an Upper and Lower Shrine. The Upper Shrine was completed in 1915 and serves as a gathering place for major liturgical celebrations throughout the year. The Lower Shrine was rededicated in 2000 and serves as a peaceful place of pilgrimage, prayer and reconciliation for people from throughout the world on a daily basis. The Shrine is located one mile from City Hall on Broad Street in South Philadelphia, Pennsylvania. For more information about the National Shrine of Saint Rita of Cascia, please visit: www.saintritashrine.org

ABOUT THIS POSITION

The National Shrine of Saint Rita of Cascia is seeking multiple, part-time Security Guards to offer a consistent, welcoming security presence, and provide for the safety and security of staff, patrons, and visitors whenever the Shrine is open. Our Security Guards are responsible for monitoring surveillance cameras, inspecting property, and responding to immediate needs as they arise. They also serve as the first point of contact for law enforcement and other first responders in the case of an emergency. This position will be evaluated annually by the Shrine's Executive Director.

Specific Responsibilities

- Patrol the Upper and Lower Upper Shrine, as well as other areas of the Shrine property, providing a safe and secure place for patrons, visitors, and staff (this may require standing for long periods of time)
- Present a hospitable and welcoming presence to all people who visit the Shrine
 - Offer assistance to patrons, as needed
- Discourage inappropriate and offensive behavior, including but not limited to:
 - Vandalism and graffiti
 - Stealing
 - Misuse of the bathrooms
 - A general lack of reverence and respect for the space
- Respond to emergency situations according to the Shrine's emergency protocols and standards
- Offer a security presence for funerals, weddings, and other major Shrine events, as needed and appropriate
- Lock and unlock different areas of the Shrine property throughout the day as determined by need, safety, and best practices
- Complete other security related tasks, as assigned by the Shrine's Executive Director

Additional Expectations

- Dress in a Shrine-issued uniform while on duty
- Complete additional professional development and security training within the first year of being hired: CPR Certification, Active Shooter Certification, etc.
- Pass a background check and drug test prior to being hired, and become Safe Environment certified within the first 6 months of being hired
- Meet with the Shrine's Executive Director on a regular basis to assess needs and implement best practices

ABOUT THE IDEAL CANDIDATE

Security Guards at the National Shrine of Saint Rita of Cascia must be able to articulate and understand the mission and work of the Shrine. The ability to discourage inappropriate behavior while also offering a welcoming presence to visitors will be essential to the success of this position. Just as important, the ability to think critically in order to anticipate ever-changing needs, and respond appropriately, so that the safety and security of everyone is preserved is essential. Effectively collaborating with the Shrine's staff and Augustinian Friars will be critical to the success of this position.

Qualifications

- Appreciation and a working knowledge of the Catholic faith
- Previous security experience a plus, but not required
- Ability to maintain a professional appearance
- Ability to physically, mentally, emotionally, and spiritually execute the responsibilities of this position in a responsible and thorough way
- Ability to work with other members of the staff in a proactive and collaborative manner
- Maintains a positive disposition, personal drive, and good communication skills
- Welcomes opportunities for personal growth
- High School Diploma or equivalent experience required

For inquiries, or to be considered for this position, please submit the following information to the Executive Director of the National Shrine of Saint Rita of Cascia at jjerome@saintritashrine.org, or mail to:

**Mr. Jonathan Jerome, Executive Director
1166 South Broad Street
Philadelphia, PA 19146**

- Cover Letter (250 words)
- Resume
- List of three references (contact information only)