

Redwood Gospel Mission

Job Description

Job Title: Women's Guest Services Asst. (Night)

Ministry: Women's and Children's Ministries

Time Commitment: 40 hours per week

Qualifications: Clean and sober, smoke-free model with good communication skills; hands on, energetic problem solver and faithful prayer warrior; believer with strong church-based support network (12-step program if appl.) CPR trained, cool head in emergency situations; dependable

Supervisor: Shelter Manager

Position Summary: Oversee nightly operations of the Women's Emergency Shelter; responsible for the security of the guests; maintain order in the facility; carry out assigned administrative tasks, including some computer work; keep inventory records and daily statistics

Duties and Responsibilities:

- 1 Receive status report from shelter Manager
- 2 Address the needs of our guests and complete assigned tasks
- 3 Drive 10 passenger van to shuttle guests on/offsite and pick up nightly meals
- 4 Answer phone calls and respond to emergency referrals
- 5 Facilitate intakes as needed
- 6 Lead evening prayer at meal time
- 7 Train, equip and support volunteers in achieving their individual ministry goals
- 8 Communicate essential information, maintain statistics and records daily as directed
- 9 Attend all staff meetings