

Redwood Gospel Mission Job Description

The Redwood Gospel Mission, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed

Job Title: Alumni Association Coordinator
Location: 101 6th Street
Ministry: Shelter & Recovery Ministries
Time Commitment: 20 hours per week
Supervisor: Director of Shelter & Recovery Ministries
Also works with: Volunteers & Graduates of the RGM New Life Program
Qualifications: Excellent people skills and ability to compassionately minister to Alumni who may need to reconnect with a church, sponsor or mentor. Ability to mobilize stable alumni to work with both graduates & current New Life program members in following the New Life principles. Good office and organizational skills.

Position Summary:

* This position is the Redwood Gospel Mission's public face to all past & current alumni and their sponsors & mentors. As such, Alumni Coordinator needs to be thoroughly familiar with Mission philosophy, culture, values and vision.

Duties and Responsibilities:

Mobilization

- * Coordinate & recruit new volunteers; encourage, challenge & support existing volunteers to keep in regular contact with graduates through all the resources available.
- * Lead graduates of the NLP to practice the 12th step by encouraging, equipping and recruiting them to volunteer in an environment & setting conducive to recovery longevity.
- * Manage regularly scheduled meetings and supply the necessary data & reports on all areas of the alumni ministry.

Environment

- * May assist with urine stick analysis for those participating in the alumni program.
- * Be familiar with common Rx drugs and the most up-to date medication policies.
- * Present a strong Christian example with compassion & discernment, both inside and outside of work and as presented in our Employee Manual.
- * Maintain communication with Shelter & Recovery staff and volunteers to resolve any needs.
- * Discern in the course of day to day activities when special assistance needs to be contacted as particular situations arise. This might include contacting various city resources such as police, health or mental health facilities or workers, detox agencies, trauma centers etc.