

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:	Men's New Life Program Manager
Location:	101 6th Street
Ministry:	Shelter & Recovery Ministries
Time Commitment:	40 hour per week
Supervisor:	Directory of Shelter & Recover Ministries
Also works with:	Guest Services Staff & Volunteers
Supervises:	Coaches, Teachers, Mentors
Qualifications:	Excellent communication, organizational & administrative skills. Team player, able to work with others. Experience in recovery,

Position Summary:

Provide leadership to staff, volunteers & residents participating in the Men's NLP. This position requires regular contact & meetings with all volunteers & staff who interact with New Life Program members. The NLP Manger must effectively communicate RGM's Mission, Values and Vision to all volunteers & staff working with the New Life Program and so equip them to work within it.

Duties and Responsibilities:

Mobilization:

- * Schedule regular meetings with existing & potential sponsors, mentors & teachers.
- * Train and equip all of the above in RGM procedures & provide tools for volunteers to minister to clients in a healthy way within the boundaries of our program structure. Keep class schedule up to date, connect with teachers and recruit new teachers.
- * Assist in classroom curriculum planning and evaluate class effectiveness.

Environment:

- * Facilitate good morale among NLP members to maintain a healing environment and to insure physical and spiritual safety.
- * Regular communication with SRM Director, other staff & NLP house leadership.
- * Communicate all NLP policies & procedures to those who work with NLP clients.
- * Regularly evaluate program structure to ensure effectiveness and fairness while maintaining necessary aspects of compliance, policies & procedures.
- * Continually refer to and review program structure and evaluate effectiveness; update or amend policies if needed,with the approval of the Men's Director.