

PURPOSE OF POSITION

To serve the church by ensuring a safe environment for volunteers to serve overnight guests and their children at WFHC.

We are currently seeking a married couple or a single woman who would commit to a minimum of 3 months. Compensation is free room and board in a furnished apartment, breakfast and dinner provided if desired.

RESPONSIBILITIES

- Ensure all residents and children are inside the building at 9:30pm nightly.
- Ensure all residents and children are in their apartments by 10pm nightly.
- Set alarm and lock all exterior doors at 10pm nightly.
- Disarm alarm by 6am
- Ensure any pertinent information is relayed to WFHC Director and/or Weekend Manager.
- Onboarding a new resident in an emergency situation.
- Communicating with residents in case of emergency.

ORGANIZATIONAL RELATIONSHIPS

The Resident Assistant reports directly to the WFHC Director and works alongside the Kitchen Manager, Evening Supervisors, and Weekend Supervisors.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Proficiency in G-mail operation.
- Compassion and resourcefulness to meet individuals' needs.
- A servant's conduct.

HOURS

Overnights. Some flexibility may be provided by volunteers.