

## PURPOSE OF POSITION

To serve the church by ensuring a safe environment in the Outreach Center.

## RESPONSIBILITIES

- Assist Respite residents with needs.
- Oversee lunch for Respite residents.
- Ensure the sleeping areas are kept orderly and clean.
- Ensure day security procedures are adhered to.
- Do laundry.
- Answer the phone in a timely manner.
- Assist the Evangelism Coordinator on Sundays.
- Assist occasional project groups.
- Ensure good hand-off to the weekend shelter manager.
- Communicate any pertinent information to the Outreach Center Director and Shelter Manager.

## ORGANIZATIONAL RELATIONSHIPS

- The Weekend Outreach Center Supervisor reports directly to the Shelter Manager.

## JOB REQUIREMENTS

- Strong communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Wide Range of Interpersonal Skills
- Able to exhibit grace under pressure
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficient with Microsoft Office operation.
- A servant's conduct.

## HOURS

- Saturdays and Sundays, 7:00 AM -3:00 PM