

PURPOSE OF POSITION

To serve the church by ensuring a safe environment for volunteers to serve Washington Family Hope Center (WFHC) residents and their children.

RESPONSIBILITIES

- Ensure all residents and children are inside the building at 9:30 PM nightly.
- Ensure all residents and children are in their apartments by 10 PM nightly.
- Set alarm and lock all exterior doors at 10 PM nightly.
- Disarm alarm by 6 AM
- Ensure any pertinent information is relayed to WFHC Director and/or Weekend Supervisor.
- 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.

We are currently seeking couples or single women 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.