

## PURPOSE OF POSITION

To serve the church by ensuring a safe environment for volunteers to serve OC residents.

## RESPONSIBILITIES

- Ensure all residents are inside the building at 9:00 pm nightly.
- Ensure all residents are in their dorms by 10pm nightly.
- Set alarm and lock all exterior doors at 10pm nightly.
- Disarm alarm by 5am
- Ensure any pertinent information is relayed to the OC Director and/or Shelter Manager.
- Onboarding a new resident in an emergency.
- Communicating with residents in case of emergency.

## ORGANIZATIONAL RELATIONSHIPS

- The Resident Assistant reports directly to the OC Director and works alongside the Shelter Manager, Kitchen Manager, 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

We are currently seeking single men who would commit to a minimum of 6 months.

Compensation is free room and board in a furnished apartment, breakfast, lunch and dinner provided if desired.

Please send all inquiries to [jhafer@wateredgardens.org](mailto:jhafer@wateredgardens.org)