

## PURPOSE OF POSITION

**To serve the church by ensuring a safe environment for volunteers to minister to WFHC residents and their children.**

## RESPONSIBILITIES

- Oversee weekend activities of all WFHC residents.
- Oversee breakfast and lunch for residents and children.
- Ensure day security procedures are adhered to.
- Assist residents with any questions or problems that arise.
- Make sure all residents are attending a weekend church service.
- Assist with occasional project groups.
- Ensure good handoff to the Evening Supervisor.
- Communicate any pertinent information to the WFHC Director.

## ORGANIZATIONAL RELATIONSHIPS

- The Weekend Supervisor reports directly to the WFHC Director and works alongside the Operations Manager, Evening Supervisor, and Kitchen Manager.

## JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Able to exhibit grace under pressure.
- Compassion and resourcefulness to meet individuals' needs.
- A servant's conduct.

## TERMS

- Workdays & Hours: Saturday & Sunday - 7:00 AM - 5:00 PM
- Salary Range: 20K-24K
- Benefits: PTO: 2-3 weekends per year. 3% IRA Retirement Match