

PURPOSE OF POSITION

To serve the church by ensuring a safe, welcoming, and Christ-centered environment while ministering to Washington Family Hope Center guests and their children. The Weekend Supervisor provides leadership, support, and oversight of weekend operations while modeling Christian character and fostering a culture of accountability, grace, and hope.

RESPONSIBILITIES

- Oversee all weekend activities of WFHC guests.
- Supervise and prepare breakfast and lunch service for guests.
- Ensure all day security procedures are followed.
- Assist guests with questions, concerns, and problems that arise throughout the day.
- Assist with occasional volunteer groups, church groups, and special projects.
- Maintain the cleanliness and organization of common areas and ensure guests are following housekeeping expectations.
- Perform light cleaning duties as needed and address cleanliness concerns promptly.
- Make sound decisions in a timely manner during emergencies, guest conflicts, or unexpected situations.
- Ensure a smooth and thorough handoff to the Evening Supervisor.
- Communicate all pertinent guest, facility, and program information to the WFHC Director.
- Provide encouragement, guidance, and accountability to guests while maintaining appropriate boundaries.

ORGANIZATIONAL RELATIONSHIPS

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

JOB REQUIREMENTS

- A strong and growing personal faith in Jesus Christ, demonstrated through character, conduct, and a heart for ministry.
- Self-motivated and able to work independently with minimal supervision.
- Strong organizational, communication, and problem-solving skills.
- Ability to make sound decisions quickly and confidently in challenging situations.
- Timely, reliable, and dependable.
- Ability to remain calm and exhibit grace under pressure.
- Strong interpersonal skills and the ability to work effectively with individuals from diverse backgrounds.
- Compassion, discernment, and resourcefulness in meeting the needs of guests and their children.
- Ability to maintain confidentiality and professional boundaries.
- Willingness to assist with cleaning and facility upkeep to maintain a safe and welcoming environment.
- Servant-hearted attitude with a commitment to supporting the mission and values of Washington Family Hope Center.

HOURS

- Thursday through Monday,
2:00 p.m. - 9:00 p.m.

COMPENSATION

- Pay Range: \$20,000 – \$23,000
annually (part-time position)

PHYSICAL RELATIONSHIPS

- Ability to walk throughout the facility and monitor guest activities.
- Ability to lift up to 25 pounds as needed.
- Ability to assist with cleaning, organizing, and setting up activities or events.

MISSION ALIGNMENT

- The Weekend Supervisor must support and uphold the mission, values, and statement of faith of Washington Family Hope Center and Watered Gardens Ministries, serving guests with compassion, dignity, accountability, and Christ-like love.