

PURPOSE OF POSITION

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

RESPONSIBILITIES

- Oversee evening activities of all WFHC residents and their children.
- Welcome and assist volunteer dinner crews.
- Lead evening volunteers in their responsibilities.
- Ensure evening security procedures are adhered to.
- Assist residents with any questions or problems that arise.
- Assist with occasional project groups.
- Ensure a good handoff to the Resident Assistant.
- Communicate any pertinent information to the WFHC Director.

ORGANIZATIONAL RELATIONSHIPS

- The Evening Supervisor reports directly to the WFHC Director and works alongside the Overnight RA and the 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.

HOURS

- This position will be filled with two people, each working 3-5 days per week, hours are from 4:30-9:00 PM.