



Redwood Gospel Missions Guest Service Assistant - The Rose Overnight Shift

The Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

Location: 1048 Wildrose Drive.

Ministry: Shelter & Recovery - Women's and Children's

Time Commitment: 40 hours per week.

Supervisor: Women's Guest Service Manager.

Position Summary: Recruit, train and equip volunteers to minister to and serve our shelter guests. Oversee daily ability. Hands on, energetic problem solver who is a follower of Christ. Faithful and dependable prayer warrior with strong church-based support network. (12 step program if appl.) CPR trained with a cool head in emergency situations.

Qualifications: Clean and sober, smoke-free model with good communication skills & confident leadership of the guests; maintain order in the facility; carry out assigned administrative tasks, including some computer work; keep inventory records and daily statistics.

Duties &

Responsibilities:

- *Recruit, train, and equip volunteers for various ministry opportunities.
- *Maintain shelter safety and cleanliness.
- *Complete Guest intakes.
- *Answer phone calls and log messages.
- *Enter Guest information into Mission Tracker and maintain profiles to ensure all data is correct and up to date.
- *Facilitate morning devotion time with scheduled ministry volunteers.
- *Report any facility issues to the facility steward promptly.
- *Communicate, through shift notes, the events of the day and any guest issues or concerns.
- *Attend all staff meetings.
- *Other duties assigned by supervisor.