



Redwood Gospel Missions Job Description

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

- Job Title:** Men's New Life Program Manager
- Location:** 101 6th Street
- Ministry:** Shelter & Recovery
- Time Commitment:** 40 hours per week
- Supervisor:** Director of Shelter & Recovery
- Also Works with:** Guest Service Manager & Volunteers
- Supervises:** Coaches, Teachers, Mentors
- Qualifications:** Excellent communication, organizational & administrative skills. Team player, able to work with others. Experience in recovery.
- Position Summary:** Provide leadership to staff, volunteers & residents participating in the Men's NLP. This position requires regular contact & meetings with all volunteers & staff who interact with New Life Program members. The NLP Manger must effectively communicate RGM's Mission, Values and Vision to all volunteers & staff working with the New Life Program and so equip them to work within it.
- Duties and Responsibilities:**
- Mobilization:**
- * Schedule regular meetings with existing & potential sponsors, mentors & teachers.
 - * Train and equip all of the above in RGM procedures & provide tools for volunteers to minister to clients in a healthy way within the boundaries of our program structure.
 - * Keep class schedule up to date, connect with teachers and recruit new teachers.
 - * Assist in classroom curriculum planning and evaluate class effectiveness.
- Environment:**
- * Facilitate good morale among NLP members to maintain a healing environment and to insure physical and spiritual safety.
 - * Regular communication with SRM Director, other staff & NLP house leadership.
 - * Communicate all NLP policies & procedures to those who work with NLP clients.
 - * Regularly evaluate program structure to ensure effectiveness and fairness while maintaining necessary aspects of compliance, policies & procedures.
 - * Continually refer to and review program structure and evaluate effectiveness; update or amend policies if needed, with the approval of the Men's Director.
 - * Other duties assigned by Supervisor.