



Redwood Gospel Missions Director of Shelter & Recovery

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:** 101 6th Street
- Ministry:** Shelter & Recovery
- Time Commitment:** Full Time Exempt
- Supervisor:** Executive Director
- Also works with:** All Shelter & Recovery staff
- Supervises:** All Program Managers
- Position Summary:** Directly supervise the RGM Shelter & Recovery management team including the New Life Program and Guest Services for both men and women and jail ministries. Work with the team to provide the necessary support for all ministry participants.
- Qualifications:** Excellent leadership, administrative & organizational skills. Able to effectively direct a team of managers and provide assistance and support to all on the SRM team. Able to direct and delegate responsibilities to the SRM team. Experience in the successful operation of recovery programs.
- Duties & Responsibilities:**
- *Lead management team(s) in regularly scheduled staff meetings.
 - *Create, update & provide management team with all necessary and pertinent policies and procedures, assisting in all ways possible to equip them to effectively function in their roles as managers. Provide moral and spiritual support.
 - *Evaluate the effectiveness of implemented policies, procedures, forms, training and provide new ones as needed.
 - *With managers evaluate & work within the planned budget for Shelter & Recovery Ministries. Work annually on new budgets, including salary updates.
 - *Provide reporting on SRM at regular scheduled staff meetings and facilitate the preparation of stats and wins by staff that are presented to both All staff and the Board of Directors.
 - *Develop & maintain strong public relations with local homeowners & businesses with emphasis on our provision of our free & charitable services.
 - *Assist the Executive Director as requested
 - *Other duties as assigned by supervisor.