

Redwood Gospel Mission Job Description

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

- Job Title:** Director of Shelter & Recovery Ministries
- Location:** 101 6th Street
- Ministry:** Shelter & Recovery Ministries
- Time Commitment:** Full time-Exempt
- Supervisor:** Executive Director
- Also works with:** All Shelter & Recovery Staff
- Supervises:** All Program Managers
- Qualifications:** Excellent leadership, pastoral, administrative & organizational skill
Able to effectively direct a team of managers and provide assistance and support to all on the SRM team. Able to direct & delegate responsibilities to the SRM team.
Bachelors Degree with at least five years in management and leadership preferred.

Position Summary:

Directly supervise the RGM Shelter & Recovery management team including the New Life Program and Guest Services for both men & women, Mobile & Jail Ministries
Work with the team to provide the necessary support for all ministry participants.

Duties and 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 & spiritual support.
- * Evaluate the effectiveness of implemented policies, procedures, forms, training and provide news ones as needed.
- * With Systems Manager, evaluate & work within the planned budgets for Shelter & Recovery Ministries. Work annually on new budgets, including salary updates.
- * Provide reporting on SRM at regularly scheduled staff meetings and facilitate the preparation of stats & wins by staff that are presented to both all staff and to 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.

