



Redwood Gospel Missions Guest Service Assistant

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

Location:	101 6th Street
Ministry:	Shelter & Recovery
Time Commitment:	40 hours per week
Supervisor:	Guest Service Manager
Also Works with:	Chapel providere, other volunteers
Supervises:	
Qualifications:	Good Communication, organizational & administrative skills. Able to discern how to resond to calls and to whom calls should go. Team Player, able to work with others. Experience in Recovery and Discipleship a plus. Light to moderate lifting, bending, twisting.
Position Summary:	Under the direct supervision of the Guest Services Manager, this position will be assisting with the oversight & coordination of the day-to-day operations of Guest Services. Position includes front desk and individual must have excellent telephone skills.
Duties and Responsibilities:	
Mobilization:	<ul style="list-style-type: none">* Assist in recruiting passionate volunteers for Guest Services both from in house and from the engaged Christian community at large.* Assist in supervising volunteers for the operation of the Guest Shack & in maintaining a clean environment; assisting volunteers in addressing guest issues or concerns.* Together with Supervisor, facilitate application of all Guest Services policies & procedures and instructing volunteers in their use.
Environment:	<ul style="list-style-type: none">* Facilitate encouragement among all guests so that healing environment is maintained.* Complete Guest Service intake forms & later appropriately entering in Mission Tracker.* Inspection of incoming guest baggage with appropriate safety measures and assisting guests in completing Guest Agreement Form.* Assist with guest bed assignments, bed preparations and or take downs plus daily guest census.* Maintain filing, record keeping & statistical reporting relevant to the Guest Services Manger and/or Directory of Shelter & Recovery Ministries.* Facilitate urine tests when ever there is a need to do so.* Participate in Guest Services team meetings as requested by supervisor.* Attend and participate in all meetings, regular or special, as called by the Director of Shelter & Recovery and/or the Executive Director. This includes Neighborhood meetings.* Assist with readiness of Chapel Space Equipment, participate in other RGM projects as requested by supervisor(s)* Maintain communication with all other Shelter & Recovery staff to resolve any needs.* Other duties assigned by Supervisor.