



## **Redwood Gospel Missions**

### **Guest Service Assistant - The Rose (Fill In)**

**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:** Fill in hours (Hours Vary)

**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.
- \*Shuttle Guests to scheduled drop off locations.
- \*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 and evening Bible study 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.