



Redwood Gospel Missions Guest Service Assistant

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, Santa Rosa (The Rose)
Ministry: Shelter & Recovery
Time Commitment: 20 -40 hours a week
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.

