



## Redwood Gospel Missions Resident 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:** 2447 Summerfield Road, Santa Rosa (**Family Campus**)  
**Ministry:** Shelter & Recovery  
**Time Commitment:** Part Time  
**Supervisor:** Resident Manager.

**Position Summary:** Recruit, train, and equip volunteers to minister to and serve our residents. 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.
- \*Maintain shelter safety and cleanliness.
- \*Complete Resident intakes.
- \*Answer phone calls and log messages.
- \*Enter Resident information into Mission Tracker and maintain profiles to ensure all data is correct and up to date.
- \*Facilitate morning devotion time 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.