

MUSKEGON RESCUE MISSION  
JOB DESCRIPTION

POSITION TITLE: SHELTER LEAD SUPERVISOR

REPORTS TO: Director of Women's and Family Shelter

RELATES CLOSELY WITH: Women's/Family Case Manager  
Women's/Family Shelter Supervisors  
Women's/Family Shelter WTW Program Team  
Women's/Family Shelter Childcare Coordinator  
Women's/Family Shelter Cook

As a team member of the Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would. We share the Good News of Christ's love and what He has done for us on the cross.

RESPONSIBLE FOR:

- Sharing your faith in Jesus Christ and praying with shelter guests, volunteers and co-workers as opportunities arise.
- Attending to all shelter needs by supervising guests and providing physical, emotional and spiritual assistance as appropriate.
- Maintaining order and cleanliness of shelter facilities, performing housekeeping duties as needed.
- Performing new guest intakes, using computer skills.
- Attending chapel service and teaching Bible study lessons when chapel speaker is absent.
- Maintaining security of the shelter, including but not limited to, performing room checks and security rounds.
- Supervising meals and assisting where needed
- Assist in the training of shelter supervisors
- Checking Inventory/Ordering Supplies
- HMIS Data Entry
- Establish the monthly work schedule
- Function as a Supervisor
- Any other tasks assigned by your direct supervisor

PRIMARY STRENGTHS & ABILITIES REQUIRED:

- Shall be a mature, born-again Christian and be in fellowship with a local evangelical Church.
- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living. Must desire to serve the Lord in the ministry of rescue.
- Shall subscribe to the bylaws and statement of faith of the organization.
- Must be a high school graduate.
- Must have a valid Michigan driver's license, along with current vehicle insurance.
- Must possess a desire to serve men in meeting their physical needs, winning them to the Lord Jesus Christ and discipling them in the Christian faith.
- Must be organized and have the ability to perform a variety of tasks.
- Must possess excellent verbal and written communication skills, computer skills, and be able to effectively communicate with guests, agencies, volunteers and co-workers.

GENERAL INFORMATION:

- Full- time hourly position
- Hours: 40/week
- Flexibility in hours and which days are worked will be necessary to meet staffing needs

I have read the above, and understand that this is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Mission's needs. Furthermore, I understand that Michigan is an "At Will" state and that Muskegon Rescue Mission operates as an "At Will" employer. I also understand that, by signing this document, I am stating that I am able to perform all of these duties as described. I have been given a copy of this description.

---

SIGNATURE

---

DATE