

## MUSKEGON RESCUE MISSION JOB DESCRIPTION

POSITION TITLE: Women's/Family Shelter Supervisor

REPORTS TO: Director of Women's/Family Ministries

RELATES CLOSELY WITH: Women's/Family Shelter Team Members  
Shelter Guests  
Volunteers

As a team member of 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 women and children 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.
- Attending daily chapel service and teaching Bible study lessons when chapel speaker is absent.
- Supervising meals and preparation of meals in cook's absence.
- Maintaining security of the shelter, including performing room checks and security rounds.
- Maintaining proper guest data in a professional and secure manner.
- Any other tasks assigned by supervisor.

### PRIMARY STRENGTHS AND 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. Associates Degree in Human Service field preferred.
- Must possess a desire to serve women 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 and be able to effectively communicate with guests, agencies, volunteers and co-workers.

GENERAL INFORMATION:

- Part-time hourly position.
- Hours: 24/week
- Flexibility in hours will be necessary at times to meet staffing needs.

I have read the above, and understand that it 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.

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SIGNATURE

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DATE

DATE: 7/2000 (Revised 3/04)  
Revised 3/2005  
Revised 3/2006  
Revised 2/2007  
Revised 4/2010  
Revised 5/2013  
Revised 3/2019