



WOMEN'S AND FAMILY SHELTER SUPERVISOR

Location: Women's and Family Shelter

Position: Part-time, 24 hours/week; flexibility in hours may be necessary.

Salary Range: Undisclosed

Travel: Local Travel Required.

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.

Are you the right person?

Muskegon Rescue Mission Women's and Family Shelter Supervisor should have an understanding of homeless families. Provide supervision for safety and security of shelter guests. Maintain a positive shelter environment, encouraging positive interactions with shelter guests, volunteers and team members. Look for opportunities to minister to shelter guests about Christ and nurture their personal walk with Christ.

You're a Team Player

Your team, volunteers and shelter guests can count on you. You are honest and people trust you. You are punctual, reliable and always find ways to help improve the world around you.

You're Compassionate

You understand the struggles the women and families we're helping have endured. You meet them at their level and treat everyone with dignity and respect.

You're a Great Communicator

You have the ability to professionally communicate with the public, donors and volunteers in person or via phone. You understand the importance of representing MRM well in everything you do.

You're a Multitasker

You are great at multitasking and adapt as needed. You do not get overwhelmed by all the simultaneous tasks that might need your attention. You are prepared to help guests follow the shelter guidelines, expectations and daily tasks.

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, men 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 speakers are absent.
- Supervising meals and preparation of meals in the cook's absence.
- Maintaining security of the shelter, including performing room checks and security rounds.
- Transporting Shelter guests to appointments/programs as needed.
- Maintaining proper guest data in a professional and secure manner.
- Any other tasks assigned by the supervisor.

Required Knowledge and Skills:

- High school diploma or equivalent. Associates Degree in Human Service field preferred.
- Must possess a valid driver's license and be an insured driver in the State of Michigan.
- Must have basic computer knowledge.
- Must possess excellent verbal and written communication skills and be able to effectively communicate with guests , agencies, volunteers and co-workers.