

Redwood Gospel Mission

Job Description

Job Title: Mobile Ministries/Nomadic Shelter Overnight Staff

Time Commitment: 20-25 hours weekly. Additional hours may be discussed. Temporary position (October – April) without benefits. Shifts are 5:00pm – 12:00am and 12:00am – 7:00am

Qualifications: The Mobile Ministries/Nomadic Shelter Overnight Staff must have an understanding and passion for working with the homeless population and with ministry volunteers.

Supervisor: Mobile Ministries Manager

Position Summary: Represents Redwood Gospel Mission to the Host Church volunteers participating in the Nomadic Shelter program. Oversee safety and accountability of guests.

Duties and Responsibilities:

1. Guides the volunteers through the nightly routine of the Nomadic Shelter. Train volunteers how to listen to guests for clues to their needs in order to connect them with appropriate ministries and services.
2. Site Safety- Remain awake, alert, and aware during all hours of the shift. Work with Host Church volunteers to guide guests in appropriate use of facility. Train volunteers and guests in relational boundaries. Learn and maintain security for each site.
3. Communication- Explain schedules and procedures to guests so that they can feel comfortable and safe. Accurately complete all logs and checklists for each shift. Communicate any special issues that arise to on-call staff and forward appropriate documentation.
4. Program Structure- Evaluate procedures and schedules to help ensure that we are meeting the needs of the guests.