



## Re:Center Ministries

**Title:** Residential Supervisor Intern

**Reports to:** Program Manager

**Classification:** Part Time (Unpaid, but living accommodations provided)

**Schedule:** Saturdays-Sundays (7 a.m. – 3 p.m.; 3 – 11 p.m.)

Emergency coverage, when needed and on holidays

Scheduled shifts will vary

**Position Summary:** Residential supervisor interns live on-site in an apartment with other interns and are responsible for supporting Re:Center programs (primarily the LifeChange Program) as well as providing facility oversight/security outside of regular business hours. Residential supervisor interns should possess good organizational and administrative skills and be able to identify, assess, and resolve crises, when necessary. Individuals in this role are required to work independently while maintaining appropriate documentation/records of events during scheduled shift(s). Residential supervisor interns will exemplify Christ in all aspects of their work, especially dependability and communication with staff, fellow interns, and LifeChange Program residents.

### **Primary Functions & Responsibilities:**

- Contribute to the overall ministry and mission of Re:Center through Christ-like behaviors, attitudes, and communications.
- Contribute approximately 16 hours per week to the direct operation of the ministry. These hours will vary from week to week and will include a rotation of weekend responsibilities.
- Contribute to the regular rotation of 'on-call' overnight responsibilities, including emergency response when notified.
- Maintain prompt, regular attendance and demonstrate accountability in work performance.
- Maintain accurate and current documentation/records of all relevant activities during scheduled shifts.
- Perform regular walk-throughs of the entire facility, ensuring the property is safe and secure. Contact emergency response personnel, when necessary.
- Ensure LifeChange Program residents are compliant with program rules and regulations (including completion of chores), holding them accountable for any violations by addressing them directly and documenting actions.
- Administer alcohol and drug trusts to LifeChange Program residents upon direction of appropriate staff, at random, and/or when suspicion of use exists.
- Respond to phone calls when possible during scheduled shifts.
- Identify, appropriately resolve, and document any incidents resulting in the assistance of emergency services (including police, fire, and EMS).
- Maintain appropriate boundaries with LifeChange Program residents by directing them to supportive services offered through on-site counseling, pastoral care, etc.
- Support Program Manager by effectively overseeing LifeChange Program residents outside of regular business hours.
- Be transparent with Program Manager and other relevant Re:Center staff concerning issues that arise in the course of living and interning at Re:Center.



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- Work cooperatively with Re:Center programs staff to improve and strengthen the LifeChange Program and ministry at-large.
- Receive in-kind donations and provide donors with receipts, taking care to be as gracious and helpful as possible.
- Manage volunteers present during scheduled shifts, taking care to be as gracious and helpful as possible.
- Actively support Re:Center by identifying prospective volunteers, referring prospective clients, and recruiting prospective employees and interns.
- Protect the Re:Center brand by representing the ministry through positive appearance and professionalism.

### Requirements:

- Demonstrated commitment to the mission and vision of Re:Center Ministries, including the philosophy of ministry, statements of faith, and core values.
- Commitment to maintaining high integrity, character, and transparency.
- Commitment to living in Christian community and fully engaging in joint discipleship.
- Willingness to receive coaching, formal training, and direction in order to improve work performance.
- Demonstrated ability to:
  - Analyze complex situations and develop effective solutions
  - Speak effectively and provide clear and concise written documentation/reports
- Excellent organizational and communication (written and oral) skills.
- Demonstrated life that is consistent with the teachings of the Bible

### Qualifications:

- Minimum of a high school diploma, preferably actively pursuing or holding a bachelor's degree from an accredited institution
- Active member (or member-in-process) in good standing of a local church with like-minded beliefs
- Valid driver's license required
- CPR/First Aid/AED certification required within reasonable period of time upon start of internship
- Successful completion of application, interview process, reference check, and background check

**Physical Demands:** The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this role, the intern is regularly required to talk and hear. The intern is regularly required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs. The intern frequently lifts and/or moves up to 10 pounds.



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Specific vision abilities required by this internship include close vision and the ability to adjust focus.

*Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the intern occupying this position. Interns will be required to follow any other internship-related instructions and to perform any other internship-related duties requested by the supervisor.*



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## Residential Supervisor Internship Agreement

The following outlines the agreement between Re:Center Ministries and the Residential Supervisor Intern. The roles and responsibilities of residential supervisor interns are outlined in the position description above. By signing this agreement, the Residential Supervisor Intern indicates they understand and willingly accept the roles and responsibilities in their entirety.

The Residential Supervisor Intern will receive living accommodations shared with fellow interns, internet access, and regular meals at no cost to the intern. Incentives may include, but are not limited to, stipends that *may* be offered when coverage is needed during regular business hours on recognized Re:Center holidays or in cases of emergency.

The Residential Supervisor Intern understands that failure to perform these functions to the satisfaction of the Program Manager and/or Executive Director may be cause for corrective action, up to and including dismissal from this position. The Residential Supervisor Intern understands that any activity (including illegal activity) that reflects negatively on Re:Center Ministries and/or undermines the mission of the ministry may result in immediate dismissal from this position. If dismissed, the Residential Supervisor Intern will be expected to vacate the premises within seven days of dismissal. Requests for extensions must be made in writing within three days of dismissal and may be granted only by the Executive Director.

As a voluntary member of the Re:Center Ministries team, the Residential Supervisor Intern is required to adhere to all policies and expectations outlined on pages 6-8 of the Intern Handbook. Additional expectations of Residential Ministry Interns include the following, though this list may be modified at any time:

- Maintain and/or establish good standing within a local church.
- Participate in monthly coaching sessions and regular, informal check-ins with Re:Center staff to promote spiritual, physical, and psychological well-being.
- Foster Christian community and joint discipleship with fellow Residential Supervisor Interns by having one intentional time of prayer, accountability, and/or fellowship (i.e., a sit-down meal) together per week.
- Maintain cleanliness and organization of Re:Center facilities, including the apartment and all exterior property.
- Submit to weekly inspections by Re:Center staff to monitor apartment cleanliness, maintenance needs, and general living conditions.
- When outside of the apartment, wear appropriate attire, including shoes, shirts, and shorts/pants.
- Coordinate all activities with Re:Center clients through the Program Manager.
- Do not invite or allow LifeChange Program residents into the apartment.
- Do not engage with Re:Center clients on social media or via personal cell phone.
- Do not bring alcohol or illicit drugs onto Re:Center property.
- Do not smoke cigarettes and/or vaporizers on Re:Center property or while on shift.
- Do not possess and/or use pornography.



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*By signing below, I acknowledge that I have read and fully understand the both the position description and this agreement, and that I agree to abide by the conditions set forth. I acknowledge that I am accepting the responsibilities of a Residential Supervisor Intern effective the date below.*

**Residential Supervisor Intern:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**Program Manager:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date

**Executive Director:**

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Signature Date