



Re:Center Ministries

Job Title: Program Aide – Drop In Day Shelter for Women and Children

Reports to: Director of Ministry Programs

Classification: Part-Time

Hours: Flexible Schedule, 12-18 Hours per Week (Hours of Operation: 8am-2pm, Mon-Fri)

Position Summary: The Program Aide is responsible for supporting Re:Center Ministries programs, specifically the day-to-day operations of the Drop In Day Shelter for Women and Children. This position requires good organizational/administrative skills while possessing the ability to identify, assess and resolve crises, when necessary. The Program Aide will be required to work independently while maintaining appropriate documentation/records of events during scheduled shift(s). Finally, the Program Aide will exemplify Christ in all aspects of their work including communications with residents/staff, completion of assigned tasks and dependability.

Primary Job Functions and Responsibilities:

- Contribute to the overall ministry and mission of Re:Center Ministries through exemplary behaviors, attitudes and communications
- With direction from the Director of Ministry Programs, perform all necessary duties associated with operating the Drop In day shelter in accordance to the policies and procedures established
- Maintain appropriate boundaries with guests while supporting the needs of those taking advantage of the available services
- Ensure each guest is compliant with program rules and regulations, holding non-compliant residents accountable for any violations
- Identify, appropriately resolve and document any incidents resulting in the assistance of emergency services including LMPD, LMFDD and EMS
- Work cooperatively with all Re:Center staff to improve the services and advise the Director of Ministry Programs of any issues related to and affecting the Drop In shelter
- Ability to maintain accurate, current documentation of all relevant activities during scheduled shift
- Exhibit strong oral and written communication skills through regular interactions with volunteers, phone conversations and documentation/reports of necessary activities during scheduled shift
- Coordinate and execute disaster evacuation and fire drills ensuring all systems are properly functioning and disaster plans are being followed
- Maintain prompt, regular attendance and demonstrate accountability in performance of duties
- Other duties as assigned through appropriate channels of supervision



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Job Requirements:

- Demonstrated commitment to the mission and vision of Re:Center Ministries, including Philosophy of Ministry, Statements of Faith and Core Values
- Commitment to maintaining high integrity, character and transparency in accordance with the Re:Center Code of Conduct
- Demonstrated ability to:
 - Analyze complex problems and develop effective solutions
 - Speak effectively and provide clear and concise written reports.
- Excellent organizational skills

Qualifications:

- Minimum of a high school diploma, preferably actively pursuing or holding a bachelors degree from an accredited institution
- Must successfully complete application (including references), interview process and background check
- Must have a valid drivers license
- CPR/First Aid/AED training and a TB test are required upon hiring

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs.

The employee frequently lifts and/or moves up to ten pounds. Specific vision abilities required by this job 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 employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by the immediate supervisor.