WateredGardens Ministries

OUTREACH CENTER

# WEEKEND SUPERVISOR

## PURPOSE OF POSITION

**To serve the church by ensuring a safe environment in the Outreach Center.**

## RESPONSIBILITIES

- Assist Respite residents with needs.
- Oversee Lunch for Respite Guests.
- Ensure the sleeping areas are kept orderly & clean by doing chore checklist.
- Make sure Laundry gets done. (Saturday/Ladies & Sunday/Men's 1-10).
- Answer the phone in a timely manner.
- Assist the Evangelism Coordinator on Sundays if needed.
- Assist occasional project groups.
- Ensure good handoff to the weekend assistant shelter manager filling him in day's events.
- Communicate any pertinent information to the Shelter Manager.

## ORGANIZATIONAL RELATIONSHIPS

- The Weekend OC Supervisor reports directly to the Outreach Center Director.

## JOB REQUIREMENTS

- Strong communication skills.
- Self-motivated, organized, and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Able to exhibit grace under pressure.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficient with Microsoft Office operation.
- A servant's heart and conduct.

## HOURS

- Saturdays and Sundays, 7am – 3pm (every other weekend)

## COMPENSATION

- $15/ hour

**Please send all inquiries to life@wateredgardens.org**