

Residence Coordinator

Pay: \$10/hour; hourly

Schedule: Tuesday-Saturday, 2:00 p.m. – 8:00 p.m. (30 hours/week)

Glory House is a faith-based restoration home for women overcoming difficult situations. We work with women dealing with issues such as incarceration, addiction, depression, abuse, and homelessness. Our program is fully residential and exists to bring hope, healing and direction to women and their families.

We are currently looking to hire a full-time **Residence Coordinator**. We are looking for an individual with maturity, integrity, and character. Individual must be able to maintain a teachable attitude of humility and be ready to learn as they go. There is often a lot of adapting and adjusting with this role, and the individual must be prepared to wear many different hats. Most importantly, this individual needs to have a strong relationship with Christ and a heart to help hurting women.

Some responsibilities required of this position:

- 1.) **Household Care Role**—creating chore charts for Residents, checking chores, keeping up with ministry vehicle maintenance, light house maintenance (changing lightbulbs, air filters, and smoke detector batteries; filing reports for higher maintenance), making sure Residents are equipped to care for the lawn, maintaining organization and inventory in upstairs pantries, receiving donations and organizing them in the donation room, heading up service project planning for groups, creating a monthly “Current Needs” list and reporting it to staff, monitoring Residents in a monthly deep clean of the house
- 2.) **House Structure Role**—assessing home pass requests from Residents and presenting to staff, planning a menu for each week, grocery shopping for the house for the week, taking Residents to medical appointments as needed, checking Residents in and out from their home passes, assisting in setting up and tearing down from events, taking Residents to pharmacy and/or store, monitoring Residents making dinner and cleaning up, scheduling Residents’ phone calls home, monitoring Resident medication, taking Residents to YWCA
- 3.) **Relational Role**—sitting down and eating dinner with Residents nightly, taking and attending Saturday evening church services with Residents at Church On the Move, being a role model of a Godly woman to Residents, taking Residents on occasional outings (walks at a park, shopping, Christmas lights, swimming, events at the church), developing in-house Resident activities (movie nights, game nights, crafts), planning and throwing Resident and staff birthday parties

This role requires an individual that abstains from drinking and smoking/vaping, as we directly work with women that are working to overcome addictions.