

MISSION STATEMENT: *Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.*

HOLLAND RESCUE MISSION Job Description

POSITION: Program Coach

DEPARTMENT: Gateway Vocational Program

RESPONSIBLE TO: Program Director

LEVEL: 5

FLSA STATUS: Full-time; Non-exempt

SUMMARY: To assist in fulfilling the mission/purpose of HRM by ministering to the Gateway Program community via coaching/mentoring students through the process of meeting Christ and learning a new way of life in following Him.

RESPONSIBILITIES:

1. Develop and maintain relationships with students.
2. Provide biblical counseling to students in one-on-one sessions.
3. Teach students on a variety of topics in classroom setting as assigned.
4. Work alongside students assigned to production jobs/work stations.
5. Hold students accountable to participating in community life as well as making spiritual progress.
6. Ensure student advancement through Gateway Program as it relates to daily chores and following community policies.
7. Worship with students in worship/prayer settings as directed.
8. Engage in hospitality by sharing meals with students who live in the shelter.
9. Assist the student in developing relationships through their involvement in a local evangelical church.
10. Provide case management to students including, but not limited to, accessing and utilizing community resources; navigating personal requirements (legal, medical, etc.); managing their time; managing their finances; administering random drug screens; documenting case notes in Mission Tracker.
11. Work cooperatively with a large ministry team to ensure effective ministry and community life.
12. Work in the Open Door (Emergency) shelter as assigned.

13. Work nights and weekends as assigned.

OTHER

14. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
15. Work to protect the reputation of the ministry in all events.
16. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
17. Participate in training as assigned by mission leadership.
18. Participate in overall development efforts as appropriate.
19. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
20. Perform other duties as assigned.

QUALIFICATIONS:

Personal:

- Must provide a clear Biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.
- Possess a desire to serve in meeting the physical needs of our guests and point them to Jesus Christ as Savior and Lord.

Education and Experience:

- High School graduate, college degree strongly preferred
- Two (2) years of ministry experience minimum
- Experience/knowledge of helping individuals who struggle with addiction issues and their need for accountability
- Experience/knowledge connecting/teaching Biblical concepts and how they apply to everyday life (Biblical relevancy)
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities:

- Ability to organize, communicate effectively, verbally and in writing

- Intermediate computer skills (Outlook, Word, Excel, data base required)
- Ability to empathize and set appropriate boundaries
- Ability to obtain chauffeur’s license to assist with transportation needs required; ability to obtain CDL license preferred.

Physical:

- Sitting or standing for long periods of time to perform job functions.
- Manipulate, handle, feel and control items or equipment.
- Communicate effectively with clients, coworkers and community.
- Be able to read, write and interpret written documents.
- Occasionally lift and move objects weighing up to 35 pounds.

2 Timothy 3:16-17 *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)*

Employee Signature: _____ **Date:** _____