

Great Falls Rescue Mission

**Men’s Shelter** **Director Job Description**

**Organization**

The Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission Cameron Family Center provides a structure specifically tailored to the needs of homeless families, offering shelter, meals, intervention/substance abuse recovery, and life skills development.

**Summary**

The Director oversees a team of supervisors who are a source of both Biblical and practical support/guidance to the guests of the GFRM Men’s Shelter, including life advisement (case management), teaching Biblically-based classes, and assistance toward individual transformation and program graduation.

This is a full-time, non-exempt (salary) position, reporting to the GFRM Executive Director. Compensation is commensurate with skills, education, and experience. This position includes a generous health reimbursement account allowance for health insurance premiums, among other benefits (full list of benefits available upon request).

**Essential Duties & Responsibilities**

* Manage the daily operation of the Men’s Shelter (M.S.)
* Support and supervise the team of staff members at the Men’s Shelter
* Supervise, train, and monitor the volunteers, interns, and Resident Advisors at M.S.
* Maintain guest case management assignments with regular oversight of client program progress, supporting guests in achieving their personal goals
* Promote the physical, spiritual, emotional, personal, educational, and vocational welfare of the program guests in a Gospel context
* Develop the class offerings and quarterly schedule for the various phases in the M.S. year-long recovery program
* Teach program classes as needed
* Plan and organize professional development opportunities for staff
* Serve as a liaison between the GFRM M.S. and other community agencies and organizations
* Speak to churches and other groups about the ministry of the GFRM
* Support GFRM outreach and community events
* Conduct self in a safe manner at all times and help maintain a safe working environment
* Serve with a Christ-like character at all times, demonstrating the Fruit of the Spirit in all interactions with clients and guests (“love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control” Gal. 5:22-23)
* Other duties as assigned by GFRM Executive Director

**Minimum Qualifications**

* A solid Bible-based evangelical Christian faith, compatible with GFRM's Statement of Faith and an active member of a local evangelical church.
* Valid Montana driver’s license and insurable under GFRM's policy
* Must be able to effectively multi-task
* Excellent people skills, with proven ability to encourage and motivate others
* Teachable spirit and willingness to submit to leadership
* Self-motivated, exhibiting responsibility, maturity, integrity, and dependability
* Genuine burden to see people come to Christ
* Able to counsel, based on Biblical truths and practical tools
* Committed to team participation; must be effective in working with staff within the facility and other shelter facility leaders when applicable
* Must be an initiator who can work within established deadlines
* Must be familiar with Windows, Microsoft Word, and Excel and facility specific computer programs
* Must be familiar with basic office equipment, such as computers, copiers, and printers

**Education & Experience**

Minimum BA/BS degree in education/human development or 5 years of professional work experience in similar field. A combination of education and experience will be considered.

**Physical Demands**

* In cooperation with other ministry activities, lifting of up to 50 pounds may be required, as well as physical activity associated with ministry events.
* This position requires extended times of work in an office environment, in meetings and working at a desk and computer.

Send an application/resume to Jeremy Trebas at Jeremy.trebas@gfrm.org

For more information, call 406.205-0673 or email Jeremy Trebas