

## Lima Rescue Mission

### Job Description

Title: Service Coordinator

Reports to: Executive Director

Status: Full Time

Schedule: Monday – Friday; evenings and weekends on rotating schedule

### Summary:

The Service Coordinator will coordinate direct ministry to Mission guests through our meal ministry, overnight shelter, and other programs and services.

### Essential Duties:

- Greet new guests and provide information about Mission services and rules and complete initial intake form
- Assist donors with donation drop-offs
- Supper and check-in duties in scheduled rotation
- Conduct Bible study/Biblically based classes
- Help guests connect with outside services as needed
- Collaborate with volunteers
- Laundry, light indoor/outdoor maintenance, pickups and deliveries as needed
- Ensure appropriate enforcement of Mission rules
- Other duties as assigned: flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of Lima Rescue Mission services.

### Skills and Qualifications:

- Must exemplify and model Christian behaviors and values, and be in agreement with the Lima Rescue Mission Statement of Faith
- Good analysis and discernment skills, able to facilitate the identification and resolution of client issues
- Ability to handle multiple tasks simultaneously and work in a sometimes unpredictable work environment
- Must have a driving record that is acceptable to our insurance provider
- Basic computer skills
- Able to lift up to 50 lbs.

Lima Rescue Mission is a privately funded non-profit, evangelical Christian organization. As a Christ-centered ministry, we are dedicated to sharing the gospel and helping the poor and homeless. Lima Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees have a personal relationship with Jesus Christ and be in agreement with our Statement of Faith. Employees are encouraged and expected to share the gospel and their testimony as opportunities arise.