

Title	Service Coordinator
Reports To	Executive Director
Status	Part-Time
Schedule	Variable; 4–6 PM (supper), 6–8 PM (check-in) Monday–Friday afternoon/evenings and weekends on rotating schedule

Summary

The Service Coordinator will coordinate direct ministry to homeless men 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 chapel services
- Ensure appropriate enforcement of Mission rules

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

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.