



# City Rescue Mission of Lansing

## Employment Opportunities

These items represent some but not all of the duties and responsibilities associated with described positions.

For our application: [BEaRESCUER.org/Employment.html](http://BEaRESCUER.org/Employment.html) - To call our offices: 517.485.0145

Mail: 2216 S. Cedar St., Lansing MI 48910 - Email: [info@BEaRESCUER.org](mailto:info@BEaRESCUER.org)

### **The Outreach: 24/7 Drop-in Center - GREAT NEED!**

#### **Outreach Manager: Full Time**

- Assist and Minister to Guests
- Manage Outreach "Team"
- Male Applicants preferred
- Maintain close communications with director
- Track Statistics and Communicate Accurately
- Weekend and Evening Hours Available



#### **Operations Coordinators: Part Time - Second and Third Shift**

- Assist and Minister to Guests
- Keep center clean and safe
- Male and Female Applicants
- Monitor Facility & Grounds
- Help with Laundry and Janitorial
- Weekend and Evening Hours Available

### **FOOD SERVICES**

#### **COOK/KITCHEN HELP: Part Time - Hours Variable**

- Prepare meals of large quantity
- Assist serving meals at public dining room or women and children's shelter
- Oversee meal service volunteers
- Male applicants
- Works mainly at our offsite kitchen
- Kitchen experience a bonus!
- Must have valid drivers license and good driving record



### **MEN'S SHELTER - Male Applicants**

#### **Operations Coordinator: Part Time - Split Shifts (5 pm - 1 am or 1 am to 9 pm)**

- Answer phone and door
- Assist guests
- Monitor the building
- 3rd shift hour available and limited 2nd shift hours available.



### **WOMEN AND CHILDREN'S SHELTER - Female Applicants**

#### **INTAKE COORDINATOR: Part Time - Evenings**

- Working with a team to assist with intake of new shelter guests
- Assist with daily check-in process
- Help guests keep on schedule with meals, chores and chapel
- Oversight of family or singles dorm floors



#### **SECURITY: Part Time - Days, Evenings, Overnights**

- Check guests, volunteers and visitors in/out of shelter
- Monitor the building