

# City Rescue Mission of Lansing – Employment Information

<u><a href="#">Drop-in Center</a></u>	<u><a href="#">Food Services</a></u>	<u><a href="#">Maintenance</a></u>	<u><a href="#">Men's Shelter</a></u>	<u><a href="#">Women &amp; Children's Shelter</a></u>	<u><a href="#">Thrift Store</a></u>
3 <sup>rd</sup> Shift Coordinator – PT Weekends	Men's Shelter – FT or PT	Seasonal Buildings and Grounds - PT	1 <sup>st</sup> and 2 <sup>nd</sup> Shift Weekend Coordinator	Biblical Counselor	Coordinator/Keyholder
	Men's Shelter – Breakfast, FT or PT			Casework Coordinator – FT or PT	

\*Full time marked as such. Otherwise, opportunities are part time.

Legend: Full Time = FT: 40 hours, includes benefits (medical insurance, PMLA sick time, vacation time in first year), paid per hour, time-and-a-half overtime. Part Time = PT: under 40 hours, PMLA sick time, paid per hour, time-and-half overtime and holiday pay. Overnight positions at a higher pay rate. Most needed positions in **Burgundy**.

## Admin:

No needs currently

## Drop-in Center (the Outreach):

3<sup>rd</sup> Shift Coordinators: **Part Time Weekend Positions**. Requires working nights and weekends; this is currently an overnight facility. Computer and phone skills needed. Anticipate walking and standing for long periods of time including regular housekeeping chores. The coordinator will assist with guest check-ins and new intakes including paperwork, answering guest questions, and ensuring they are aware of rules and guidelines. This position works in tandem with security and other coordinators to keep the shelter environment peaceful and orderly. Must be able and willing to pray with guests and teach chapel when necessary. The coordinator will also be responsible for overseeing volunteers with their assigned tasks. 3<sup>rd</sup> Shift Pay Rate: \$17 per hour

## Food Services:

Coordinator (Michigan Avenue): **Full Time or Part Time Position.** Requires working nights and weekends. Computer and phone skills needed. Anticipate walking and standing for long periods of time with no lifting restrictions. Serv-Safe certified or able to become certified. Ensure safe and sanitary service procedures. This position will instruct, assist, and oversee volunteers and guests in proper kitchen procedures. Properly label, store, and rotate food donations and purchases. Shift Times: Flexible. Pay Scale: \$14-\$16 per hour (based on experience and/or years with the Mission)

Coordinator - Breakfast Server and Driver Assistant (Michigan Avenue): **Up to and including Full-Time.** Set up, serve, and cleanup breakfast at the men's shelter, followed by a daily route of picking up donations from local business, managing donation barrels, and moving items between mission facilities. This position requires knowledge of (or willingness to learn) good food handling procedures, good people skills, a good driving record, ability to drive large cargo vans, and the ability to lift, load, carry, and maneuver heavy items. Computer and phones skills are needed. Shift Times: 5 a.m. – 1 p.m.

## Maintenance:

Buildings and Grounds (Seasonal): The Mission has 6 facilities that require varying levels of groundskeeping, including lawns, parking lots, shrubs, and flower beds at various locations. Additional tasks include floor and carpet cleaning. Training is available. The position requires a driver's license, good driving record, ability to drive full-size trucks, basic knowledge of lawn care and floor maintenance equipment. Hours Variable: 30-35 hours per week from spring through fall.

## Men's Shelter:

1st and 2<sup>nd</sup> Shift Weekend Coordinators: **Part Time Positions.** Requires working nights and weekends for most shifts. Computer and phone skills needed. Anticipate walking and standing for long periods of time including light housekeeping chores. The coordinator will assist with guest check-ins and new intakes including paperwork, answering guest questions, and ensuring they are aware of rules and guidelines. This position works in tandem with security and other coordinators to keep the shelter environment peaceful and orderly. Must be able and willing to pray with guests and teach chapel when necessary. Shift Times: 1 p.m. – 8 p.m., 5 p.m. – 9 p.m. (not all shifts available at all times) 1<sup>st</sup>, 2<sup>nd</sup> Shift Pay Scale: \$14-\$16 per hour (based on experience and years with the Mission)

## Women & Children's Shelter:

Biblical Counselor (Nouthetic Counseling Certified): Requires working nights and weekends. Must be certified in biblical counseling or biblical counseling training combined with significant counseling experience. This position will provide one-on-

one biblically based counseling to our guests. Must be able and willing to teach chapel and Bible classes. The biblical counselor will keep notes of from counseling sessions and coordinate the counseling schedule. During scheduled work hours the Biblical counselor will be available to help staff and guests with immediate prayer and support. Shift Times: Hours Variable

Casework Coordinator: Part Time Position or Full Time Position. Requires working some evenings. Computer and phone skills needed. The caseworker will assist and direct guests toward getting the assistance required to end homelessness. This may involve: scheduling initial casework appointment, assisting with paperwork, and follow-up meetings to monitor progress. This position works in tandem with security and other coordinators to keep the shelter environment peaceful and orderly. Shift Times: Hours Variable

## **Thrift Store:**

Coordinators/Keyholder: Requires working nights and weekends. Computer and phone skills needed. Retail store experience preferred. Anticipate walking and standing for long periods of time including light housekeeping chores and ability to lift and move objects more than 60 pounds. This position includes assisting customers, handling cash register transactions, sorting and pricing items as well as receiving donations. The coordinator will also be responsible for overseeing volunteers with their assigned tasks. Shift Times: (Monday – Saturday only) intervals of 9:30 a.m. – 8:30 p.m. Pay Scale: \$12-\$14 per hour (based on experience and years with the Mission)

Updated: February 21, 2024