



**Job Title: House Manager**

Location: Crisis Shelter for Women & Children, 1515 E Illinois

Status: Full-time, 2pm-10pm Sunday – Thursday

**Responsibilities:**

- Maintain a safe environment
- Oversee all aspects of the shelter during scheduled shifts
- Provide house supervision and ensure all household tasks are completed
- Provide direction and guidance to the guests of the shelter
- Give direction and guidance to volunteers and guest assistants in job training program

**Required Qualifications:**

- Good personal boundaries, interpersonal skills and a lot of energy
- Thick skin, resilience and ability to make decisions
- Basic computer skills and good communication skills

**Compensation:** \$12.00-\$13.64 hourly, depending on experience

Must be committed to the Christian faith and comply with drug-free and tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and competitive wages. Submit a letter of interest and resume to:

UNION GOSPEL MISSION  
Sue.Rima@uniongospelmission.org  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509.535.0315