



Job Title: House Manager

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

Status: Part-time, 24 hours/week; Thursday, Friday & Saturday - 10 p.m.-6 a.m.

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: \$11.00-\$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
teri.munson@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509.535.0315