



**Position:** Community Facilitator

**Report Relationship:** Night Program Manager

**Status:** Part-time positions available (2<sup>nd</sup> Shift, 3<sup>rd</sup> Shift, and weekend shifts available)  
*(Specific shift openings currently include: Friday - 4:00pm-9:00pm  
And Saturday – 6:00am-12:00pm, Saturday – 4:00pm – 10:00pm)*

### **General Statement of Duties & Responsibilities**

The Community Facilitators provide intakes for guests coming for dinner and overnight shelter; direct them to all ministry activities, including dinner, chapel, and shelter. This position oversees the safety and well-being of all guests and volunteers. The Community Facilitators work closely with the Night Program Manager, Case Managers, volunteers, and the Homeless Services team as a whole to ensure that the men and women in our programming are being transformed physically, socially, mentally, and spiritually as defined by the “ENDS” of City Gospel Mission.

### **Major Position Responsibilities**

Maintain the ministry brand promise: Godly, Relational, Compassionate and Transformational

Create & ensure a friendly and respectful environment that is conducive to ministry

Follow prescribed guidelines for receiving and recording intakes

Effectively handle crisis situations

Provide complete, accurate, and timely documentation

Provide guidance and support to volunteers and donors

Ensures adherence to all policies and procedures of all guests and volunteers

Work collaboratively in a team environment to meet organizational goals

Ensure safety of property and guests

Pray regularly for clients

## **Qualifications**

Have a personal experience of receiving, by faith, Jesus Christ as Savior and Lord

Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord

Have a personal fellowship with the Lord, which includes regular prayer and Bible study

Be actively involved with a local church

Agree with and sign the statement of faith and mission essentials of City Gospel Mission

Experience working with Homeless and Substance Abuse preferred

General knowledge of computer programs such as Word and Excel

Ability to exercise a high degree of independent decision making and discretion

Strong communication, planning and leadership skills

**Send resume and cover letter to Kevin Rosebrook at [krosebrook@citygospelmission.org](mailto:krosebrook@citygospelmission.org).**

1805 Dalton Ave.  
Cincinnati, OH 45214  
Phone: (513) 241-5525  
[www.citygospelmission.org](http://www.citygospelmission.org)