

**Title:** Dorm Supervisor

**Report to:** Director of Brookside Family Life Center

**Full-Time or Part-Time**

**Purpose:** To welcome families, unwed mothers and single women into the dorm and show them the love of Christ as they provide guidance, encouragement, information and accountability throughout their stay.

**Duties and Responsibilities:**

- Discusses salvation and the Christian faith with each client; prays for and with all clients and staff of BFLC and Union Mission Ministries.
- Communicates clearly, appropriately, honestly and completely with clients, volunteers, visitors and staff.
- Assigns Christian service assignments to clients and checks completion.
- Prepares and supervises meals and snacks
- Facilitates the preparation of rooms for incoming clients.
- Facilitates disciplinary measures for clients as needed (in accordance with BFLC policies and procedures).
- Maintains safety, security and confidentiality of the BFLC campus, clients and client records.
- Provides childcare for children of all ages as necessary.
- Facilitates educational courses for clients as interest and necessity allow.
- Prepares and presents devotionals at the ascribed times.
- Participates in mandatory and elective training related to job responsibilities.
- Participates in all necessary department and mission meetings.
- Will never leave facilities alone without permission of the Director
- Assists as needed with other departmental duties and responsibilities.
- Perform any other tasks as asked by the Director

**Knowledge, Skills and Abilities:**

- Knowledge of the Scriptures and ability to share it with clients.
- Skill in teaching and leading clients in various components of the programs at BFLC.
- Ability to lead someone into a saving relationship with Jesus Christ, and the sincere desire to see souls saved and lives changed.
- Ability to relate to women and children in crisis by providing loving support, offering guidance and serving as a mentor.
- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Ability to handle the physical demands of the job, including extensive walking and standing, driving and lifting of up to 40 pounds.

**Training and Experience:**

- Minimum one year Biblical training, or
- Two years experience working with women in a Biblical setting
- Counseling experience and/or credentials are a plus; common client issues include

domestic violence, abortion, sexual/physical/emotional abuse, and addictions.

**Special Requirements:** Willing to work any shift as needed, including weekends and holidays. Valid drivers license required for transporting clients to appointments.

**Organizational Relationship:** The CEO is accountable to the Board of Directors for the operation of Union Mission Ministries. The Vice President of Operations and Vice President of Ministries and VP of Finances & Human Resources are accountable to the CEO for the daily functions of the organization. Together, these four positions form the Administration. The VP of Ministries is accountable to the President/CEO. The Director of Brookside Family Life Center is accountable to the VP of Ministries. The Dorm Supervisor is accountable to the Director of Brookside Family Life Center.

I hereby acknowledge and accept these responsibilities for the position as outlined in this description.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_