

Rincon Congregational United Church of Christ
Staff **Migrant Shelter Manager**

Rincon Congregational United Church of Christ is a progressive faith community, an Open and Affirming, and Just-peace Church. Since Rincon was founded in 1955, it has been committed to be a leader in social justice, and community outreach. Known for its extensive Faith Development ministries for all ages, extravagant welcome, and radical inclusivity, Rincon is a diverse and spirited church. As a United Church of Christ, we boldly proclaim, “No matter who you are or where you are on life’s journey, you are welcome here.”

The Migrant Shelter Manager reports to and is directly supervised by the Senior Pastor in consultation with the chair of Personnel. This is a half-time position (20hrs per week).

Areas of Responsibility

The Migrant Shelter Manager is responsible for the daily running of the Rincon Migrant Shelter working with the Volunteer Coordinator and Kitchen Coordinator in order to ensure a safe, welcoming, and well-coordinated process to assure Migrant guests success in their efforts to reach their final destinations. The Migrant Shelter Manager coordinates with the Senior Pastor and Migrant Shelter Coordinating Committee regarding issues, policies, and practices that interface with the larger ministries of Rincon Congregational United Church of Christ.

Specific Duties

- 1) Assure Volunteer schedule is filled in coordination with Volunteer Coordinator.
 - In coordination with Volunteer Coordinator, interview, train, and supervise Coordinators of Guest Services, Laundry, Kitchen, Phone calls, Transportation, Bodegas (Kitchen and clothing storage), Guest Activities (art/movies/outside entertainment, etc)
 - Maintain clear job descriptions and schedules for volunteers.
- 2) Assure Kitchen Coordinator has the supplies needed to feed our guests.
- 3) Assure guests are being helped to move on to their sponsors.
 - Daily coordination of intake of guests with ICE and/or Catholic Community Services (CCS).
 - Following all intake procedures according to ICE and CCS procedures.
 - Ensuring timely communication with sponsors regarding guests’ transportation to their sponsor’s destination
 - Coordination of transportation to airport or bus terminal
 - Communication with St. Andrews Presbyterian Church regarding loan of showers. Supervision of care and cleaning of showers.
- 4) Network with Southwest Conference Migrant Ministry Minister and with community programs.
- 5) Other Responsibilities
 - Coordinate with Buildings and Grounds Ministry Team and Church Administrator the safety, care, cleaning and maintenance of all church equipment and spaces.
 - Design, organize and implement fund/friend raising strategies in collaboration with the Senior Pastor and Stewardship and Finance Team

- Adhere to all church polices including Safe Church, Financial, and Personnel handbooks.

Qualifications

Speaks Spanish.

Passion for Ministry to Migrants and social justice.

Team leadership experience.

Good Communication skills