



Job Description	
MWMW Position Title (type in CAPS): MY BROTHER'S KEEPER SHELTER – AFTERNOON MONITOR	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: MBK Director, Director of Meyer Center and Social Services, Associate Executive Director of Programs.	
Tasks also assigned by: Program Director, and Executive Director.	
Immediate Subordinates: Work-study, and Interns.	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: November 2021
	Date Last Revised: November 2021
Hours Per week: This job will be shared by two Part-time Employees- 17-29 hrs/wk for each. The shift functions generally 1pm-6pm, 7 days per week.	
General Summary: The responsibility of the Front Desk Staff is to oversee any and all activity at the front area of the Meyer Center, greet visitors and participants, answer phones, maintain log sign-in sheets for participants and volunteers, mail check, and oversee chores.	
Critical Functions and Responsibilities	
<ol style="list-style-type: none"> 1. Greet participants as they enter the building. 2. COVID Screening. 3. Make sure all participants entering shelter are on the bed list. 4. Monitor chores completed by residents, check bags, and other duties assigned. 	
Additional Functions and Responsibilities	
<ol style="list-style-type: none"> 1. Be available to work additional hours as needed. 2. Attend Meyer Center staff meetings and trainings. 3. Fill out incident reports as needed. 4. Provide resourceful information to participants. 5. Hand out bus passes as directed by upper staff. 	
Requirements/Preferences	

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

<p>Minimum skills and knowledge required:</p> <ol style="list-style-type: none"> 1 year experience in working with in a business setting. 	<p>Skills and knowledge preferred:</p> <ol style="list-style-type: none"> 3-5 years of experience in working in a business setting.
<p>Minimum previous experience required:</p> <p>1 year experience in working with people</p>	<p>Previous experience preferred:</p> <ol style="list-style-type: none"> 3-5 years of experience working with people, and in an office type setting. Previous experience working with people experiencing homelessness.
<p>Minimum education required:</p> <p>High School Diploma</p>	<p>Education preferred:</p> <p>A Bachelor's Degree, or some college experience.</p>
<p>Minimum communication skills required:</p> <ol style="list-style-type: none"> Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. Represents Mission Waco's values with all program participants. 	<p>Communication skills preferred:</p> <ol style="list-style-type: none"> Have excellent ability to communicate.
<p>Behavioral, emotional, mental requirements:</p> <ol style="list-style-type: none"> Must be a wise and mature individual. Must be a strategic thinker. 	
<p>Other requirements:</p> <ol style="list-style-type: none"> Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment. <p>Other preferences:</p> <p>Mature Christ-follower.</p>	

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