



<b>Title of Position</b>	Treasure House Assistant Director (Live-in Position, Female Only)
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**Supervisor:** Treasure House Director

**Hours:** Part Time (20hrs/week)

**Salary:** Salary

**Required Meeting Attendance:**

- Church Attendance: Attend one Open Door Fellowship Sunday service (8:30am, 11:00am, or 4:30pm) for one year
- Open Door Fellowship quarterly chapel service
- Open Door Ministries staff meetings (one meeting and one training/month)

### Job Purpose

To change the lives of young moms for Christ by assisting in the directing of a transitional living home which assists the ladies with housing, employment, education, parenting skills and Christian discipleship.

### Duties and Responsibilities

- Provide house coverage in the absence of the Director
- Meet with House Director weekly
- Attend and/or lead bi-weekly House Group
- Attend special events/celebrations for Still Waters
- Assist with weekend duty (1 weekend per month)
- Attend and participate in weekly meetings: Program Management Team (PMT), and Still Waters Housing staff meetings.
- Assist with coverage within the house (1-2 evenings per week).
- Assist with the managing of volunteers and donations
- Assist with house responsibilities (chores, maintenance, grocery shopping etc.,)
- Oversee medication management for residents
- Drug test residents as needed
- Assist with the coordination of resident schedules
- Help facilitate residents into needed resources and services both on and off the block
- Oversee and enforce program requirements with residents
- Assist with mentoring and discipleship with residents
- Assist Directors with interviews and screening of possible new residents during orientations

- Work closely with Program Coordinator and Directors in the developing and maintaining program handbook, rules, program elements, etc.
- Assist with Food Bank (fridge temps, orders, pickup)

### **Qualifications**

- Good written and verbal communication skills
- Good organization and hospitality skills

### **Intangibles**

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Show evidence of a daily walk with Christ
- Show respect for the leadership and members of Open Door Fellowship
- Cover those in your area of leadership with prayer

### **Work Environment and Physical Demands**

- Work environment is indoor with some outside activity
- This job involves sitting, standing and walking
- This job requires ability to lift and hold a child of at least 50lbs.