POSITION TITLE: Search & Rescue Coordinator
MINISTRY DEPARTMENT: Program Ministries
REPORTS TO: Search and Rescue Leader
FLSA STATUS: Non-Exempt
LOCATION: 345 Commercial St. NE, Salem, OR 97301
STATUS: Full-Time

Job Summary:
Under the direction of the Search and Rescue Leader responsible for providing hands-on assistance in the Search & Rescue ministry, by sharing the gospel and serving the unsheltered population in our area.

Essential Job Duties:
1. Maintain a positive, encouraging Christian work atmosphere by demonstrating and training staff in appropriate Customer Service C.A.R.E. standards.
   A. Committed – performs job with integrity – respects and honors others
   B. Attentive – models honesty and courtesy to all. Good listener.
   D. Excellent – Seeks to improve performance while providing excellent service.
3. Assist in training volunteers.
4. Assist in organization of S & R program supplies, and effectively utilizing GIK donations.
5. Make sure van is clean, serviced, fueled, equipped, and ready for use.
6. Assist to identify and network with social service agencies to address needs of homeless in camps and on the street.
7. Responsible for maintaining a safe, clean, environment inside and outside of the facility.
8. Reports all needed repairs to Search & Rescue Leader.
9. Responsible that all volunteers are approved and volunteer hours are accurately reported.
10. Connect with volunteers to answer any questions, comments, or concerns they may have.
11. Maintains documentation, including but not limited to numbers served, food and items distributed.
12. Attend and participate in all Mission, department meetings and trainings, as required.
13. Assist with other duties as needed and as directed by the Men’s Ministries Director.

Knowledge, Skills, Abilities:
1. Concerned, caring heart for the needy and a willingness to confront behavior consistently and respectfully.
2. Excellent oral and communication skills.
3. Knowledge of basic computer skills.
4. Knowledge of community homeless resources.
5. Sensitive to cultural diversity.
6. Has rapport with diverse backgrounds (ethics, religious, and socio-economic views)
7. Valid OR State Driver’s License.

Education: High school degree or equivalent.

Experience: 1 year work or equivalent volunteer experience in serving homeless preferred.