

Midland's Open Door

Job Description

The life-transforming power of the gospel of Christ calls us to walk with the homeless, hungry and hurting; modeling God's love through biblical hospitality and supportive services.

Position Title	Community Life Advisor
Supervisor	Shelter Coordinator
Effective Date	11/20/2025
Status	Non-exempt

Summary

To assist in fulfilling the purpose and mission of Midland's Open Door (MOD) by supervising crisis shelter guests and implementing daily operations.

Essential Functions

1. Oversees all aspects of shelter guest supervision, including conducting intakes, assigning beds, monitoring behavior, facilitating medication management, administering drug screens, completing incident reports, ensuring timely documentation, and supervising work-program assignments.
2. Provides spiritual care to shelter guests, encouraging Christ-likeness and modeling godly attitudes and behaviors.
3. Supervises meal times, Bible studies, MOD program classes, and other MOD sponsored activities.
4. Ensures facility security and guest safety at all times.
5. Builds and maintains effective working relationships with partner agencies and service providers in the greater Mid-Michigan area, as assigned.
6. Maintains the cleanliness of the shelter by overseeing guest chores and performing cleaning tasks and house laundry when necessary.
7. Maintains accurate guest files, call logs, and shift logs.
8. Ensures proper implementation and use of MOD policies and operating procedures.
9. Actively participates in staff meetings.
10. Represents the ministry with integrity and works to protect its reputation at all times.
11. Attends MOD sponsored meetings and events as designated by supervisor.
12. Assists with other departmental ministry work as needed and maintains open, effective communication with peers and all ministry staff.
13. Welcomes, supervises, and supports volunteers, particularly those serving in areas connected to this position.
14. Perform additional duties as assigned by supervisor.

Qualifications

- Must provide a clear biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13; Ephesians 4:20-32; Philippians 1:9-11, 3:7-11).

- Active membership in a Christ-centered church and commitment to Christian maturity and the unity of believers.
- Shows a genuine desire to serve the physical, spiritual, emotional, and relational needs of those who are homeless, hungry, and hurting—pointing them to Jesus Christ and modeling biblical stewardship and godly, interdependent living.

Education and experience

- Must be a growing disciple of Christ and participate in biblical discipleship in addition to Sunday worship.
- Prior experience in rescue ministry or direct service work is preferred.

Skills and abilities

- Ability to administer ministry programs and accurately interpret and apply policy and procedures.
- Ability to establish and maintain effective working relationships with peers, volunteers, and shelter and soup kitchen guests.
- Strong oral and written communication skills.
- Ability to relate well to individuals from diverse backgrounds.
- Demonstrates high personal integrity.
- Strong problem-solving and conflict-resolution abilities.

Physical

- Ability to sit or stand for extended periods.
- Ability to climb stairs.
- Ability to handle, manipulate, and operate needed equipment or items.
- Ability to communicate effectively with guests, coworkers, and volunteers.
- Ability to read, write, and interpret documents.
- Ability to occasionally lift and move items up to 40 pounds.

Employee Signature

Date