



# City Rescue Mission of Lansing Employment Opportunities

These items represent some but not all of the duties and responsibilities associated with described positions.

For our application: [BEaRESCUER.org/Employment.html](http://BEaRESCUER.org/Employment.html) - To call our offices: 517.485.0145

Mail: 2216 S. Cedar St., Lansing MI 48910 - Email: [info@BEaRESCUER.org](mailto:info@BEaRESCUER.org)

## WOMEN AND CHILDREN'S SHELTER - Female Applicants



### **INTAKE COORDINATOR:** *Part Time - Evenings*

- Working with a team to assist with intake of new shelter guests
- Assist with daily check-in process
- Oversight of family or singles dorm floors
- Help guests keep on schedule with meals, chores and chapel

### **SECURITY:** *Part Time - Days, Evenings, Overnights*

- Check guests, volunteers and visitors in/out of shelter
- Monitor the building

## MEN'S SHELTER - Male Applicants



### **OPERATIONS COORDINATOR:** *Part Time - Hours Variable*

- Work with a team to assist with intake of new shelter guests
- Assist guests with sign-in for shelter or dinner
- Oversight of dorms
- Help guests keep on schedule
- Evening and weekend hours

## FOOD SERVICES



### **COOK/KITCHEN HELP:** *Part Time - Hours Variable*

- Prepare meals of large quantity
- Works mainly at our offsite kitchen
- Assist serving meals at public dining room or women and children's shelter
- Oversee meal service volunteers
- Kitchen experience a bonus!
- Male applicants

## CITY RESCUE MISSION UPSCALE THRIFT



### **STORE ASSOCIATE**

*Part Time - Hours Variable*

- Sort, price, and stock items
- Work cash register
- Assist customers and store manager