



# 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.com/Employment.html](http://BEaRESCUER.com/Employment.html) - To call our offices: 517.485.0145

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

### **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

#### **CUSTODIAL:** *Part Time - Hours Variable*

- General cleaning of facility
- Light maintenance and painting
- Restocking of janitors closets
- Some lifting required



### **MEN'S SHELTER - Male Applicants**

#### **PM OPERATIONS COORDINATOR:** *Seasonal, Part Time - Evenings*

- 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
- Fill-in during the summer with long-term possibility

#### **AM OPERATIONS COORDINATORS:** *Seasonal, Part Time - Hours Variable*

- Work assisting guests, donors, and volunteers
- Assist guests with sign-in for lunch
- Help with donations that arrive
- Help guests and volunteers keep on schedule
- Fill-in during the summer with long-term possibility

