

San Antonio Rescue Mission

Ministering to the Least, the Last, the Lost

907 East Quincy
San Antonio, TX 78215-1441
Phone(210)222-9736
www.sarescuemission.org
sanantoniorescue@gmail.com



JOB OPENING – SAN ANTONIO RESCUE MISSION POSITION: EXECUTIVE DIRECTOR

OUR PURPOSE AND OUR PAST: “In as much as you have done it unto the least of these, you have done it unto me” Matthew 25:40

The primary purpose of the Mission is to acquaint the homeless and the wanderer with the priceless knowledge for the love and forgiveness of God in and through Jesus Christ.

Our secondary purpose is to offer a bath, clean clothes, food and a place of shelter for the night.

The San Antonio Rescue Mission came into being on October 22, 1975. This was the result of a small group of Godly men desiring to meet the needs of the “*The Least of These*”. This concern was initially funded by these men, and later by many individuals, churches, business and civic organizations. We have ministered to over 380,000 men in the past 50 years.

THE PRESENT: “Whoever is kind to the needy honors God.” Proverbs 14:31

The Mission is located at 907 E. Quincy St. in San Antonio. We are a 501(c)(3) non-profit organization operated in accordance with the laws and regulations of the Internal Revenue Service. We occupy 4 buildings which contain the chapel, office, kitchen, dining room, dormitory, laundry room, storage areas and staff quarters. We are presently operating with up to 20 guests and can in the future expand to 40 guests. Our guests check-in at 5:00 PM. They are given clean clothes and can take a shower. Chapel service starts at 7 PM and is conducted by a volunteer pastor or lay leader. Christian songs are sung; the gospel is given with an invitation for all to receive Jesus Christ as their Lord and Savior. A hot meal is

served after the service between 7:30 and 8 PM. Guests can relax until bedtime, usually between 8:30 and 9 PM. Guests are given donuts and coffee in the morning and asked to leave the property by 8 AM.

THE FUTURE: Where this is no vision, the people perish. Proverbs 29:18

Our vision is to continue our many ministries in order to meet the spiritual and physical needs of our guests, while seeking God's will to improve existing services and add needed ones.

BOARD OF DIRECTORS

JOHN DEROCHERS – Interim President

CYNDI LEVESQUE – Office Manager/Board Secretary/Treasurer

TOM CARLYON

TERRY CLEVELAND

LENNIE IRVIN

TERRY GREEN

TERRY WARTH

MARC LEVESQUE

JOB DESCRIPTION – SARM EXECUTIVE DIRECTOR

- Report to and be responsible to the Mission Board of Directors.
- Be responsible for the day-to-day operations of the Mission.
- Supervise and direct operations for all staff members (currently six).
- Be responsible for hiring, training, supervising and terminating of all staff.
- Establish and implement a staff compensation plan approved by the Board of Directors.
- Establish an office presence (using yourself and staff members) at 907 E. Quincy that is manned Monday – Saturday, 8 AM to 5 PM.
- Review and update as necessary all business contracts that effect the San Antonio Rescue Mission. This includes all Mission insurance policies, utilities, television and telephone contracts, Board indemnity insurance, existing deeds, etc.
- Review and make recommendations for upkeep and remodeling of all Mission buildings, equipment and facilities. Maintain Mission vehicles.

- Responsible for the development and update of the nightly schedule of preaching by pastors and church lay leaders.
- Allocate approximately 50% of Mission working hours to the promotion of the Mission including increasing the number of donors, finding sources of food and other needed supplies, recruiting more local churches to be formal supporters of the Mission (both financially and with volunteers) and soliciting and obtaining annual support from local businesses and other charities.
- *Prerequisites: Applicant must have communication skills both verbally and written. In addition, applicant must be familiar and comfortable using a computer for email and reading documents in Microsoft WORD. Previous experience in a leadership role is desired.*

COMPENSATION: TO BE DETERMINED, 20 HOURS MINIMUM PER WEEK (NO BENEFITS OTHER THAN VACATION, TO BE NEGOTIATED)

Please mail and e-mail your resume to the following address:

San Antonio Rescue Mission
907 East Quincy
San Antonio, TX 78215

E-mail: sanantoniorescue@gmail.com