



**Job Title:** Live In Missionary Mom

**Prepared Date:** July 2024

**Reports To:** Youth Program Director

**FLSA Status:** Non-exempt, Salaried,  
\$40k-\$45k, Health/Dental Benefits

### **Summary:**

The Live-In Missionary Mom role is dedicated to providing care, mentorship, and support to girls in need of emotional and social services. As a Live-In House Parent, you will act as a mother figure, fostering a nurturing and structured environment where girls can thrive. Your responsibilities include overseeing daily routines, teaching life skills, and supporting the girls' educational, spiritual, and extracurricular activities. The position requires you to live on-site and work a schedule that includes morning and overnight shifts, Sunday – Thursday, Thursday- Sunday. This role offers a unique opportunity to make a meaningful impact in the lives of young girls, guiding them toward becoming responsible and respectful individuals.

### **Essential Duties and Responsibilities:**

#### Household Management

- **Prepare Meals:** Prepare and serve nutritious meals and snacks daily for the girls, ensuring compliance with nutritional standards.
- **Maintain Cleanliness:** Oversee the cleanliness and organization of the household, assigning weekly chores to the girls to encourage responsibility.
- **Manage Supplies:** Keep track of groceries and household supplies, ensuring the home is well-stocked and organized.
- **Budget Oversight:** Monitor and manage household budgets, maintaining accurate financial records.
- **Appliance Maintenance:** Ensure household appliances are in good working order and coordinate repairs as needed.

#### Child Development and Supervision

- **Spiritual and Personal Growth:** Lead daily devotions and promote spiritual development, while teaching personal care and hygiene practices.
- **Behavioral Support:** Provide guidance on behavior and discuss progress with each girl, fostering a respectful and inclusive environment.
- **Activity Planning:** Organize recreational, educational, and social activities that promote the girls' growth and development.
- **Transportation:** Provide and ensure safe and efficient transportation for residents to school, counseling, medical/dental appointments, events, etc.

#### Safety and Compliance

- **Ensure Safety:** Maintain a safe and secure living environment, adhering to state licensing, fire codes, and health regulations.
- **Emergency Preparedness:** Maintain CPR and first aid certification, ready to respond to emergencies effectively.

#### Team Collaboration

- **Staff Coordination:** Manage house staff schedules and communicate any changes to the Youth Program Director (YPD).
- **Volunteer Supervision:** Welcome and supervise volunteers, ensuring their activities are productive and aligned with the ministry's goals.



- Meeting Participation: Attend staff meetings and training sessions to stay informed and contribute to team efforts.

#### Administrative Duties

- Documentation: Submit required forms, distribute allowances, and track deductions accurately.
- Calendar Management: Regularly check the organizational calendar and emails to stay updated on activities and responsibilities.

#### **Supervisory:**

This position oversees the household and manages house staff schedules but does not have direct supervisory responsibilities.

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

#### Education/Experience

College Degree Preferred, A degree in early childhood development, childcare, psychology, or related fields is preferred but not required. And prior experience working with children and youth is required, preferably in foster care or similar settings where emotional support and structured care are provided.

#### Required Skills/Abilities

- Must be at least 25 years of age.
- Good physical health, as documented by a current physical examination.
- Strong organizational skills to manage multiple tasks efficiently, and excellent communication skills to interact effectively with children, staff, and volunteers.
- Strong organization and communication skills
- Computer literate and technical savvy

#### Certificates, Licenses, Registrations

- Current certification in CPR and basic first aid.
- Valid driver's license and automobile insurance (willingness to obtain Alabama license and insurance if relocating)
- Security clearance by FBI, Alabama Bureau of Investigation, and Child Abuse and Neglect registry

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. working in a dynamic and supportive environment that aligns with the organization's Christian values. The role requires individuals who are committed to serving as role models and mentors for the children, maintaining professionalism, and collaborating effectively with the team.



**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Standing and walking frequently
- Lifting and carrying moderate weights (up to 25-30 pounds)
- Bending and reaching
- Manual dexterity
- Ability to respond quickly to emergencies
- Mobility around the household and grounds
- Driving for local travel
- Stamina and ability to work extended hours

I have read and understand the above job duties and responsibilities.

EMPLOYEE NAME [PLEASE PRINT]

EMPLOYEE SIGNATURE

DATED