



Good News Rescue Mission

2842 S. Market St., Redding, CA 96001 | 530-242-5920 | gnrm.org

Men's Discipleship Program Manager

Full-Time | Redding, CA

About Good News Rescue Mission

Founded in 1964, Good News Rescue Mission has served Shasta County for over 60 years. What began as a 3-bedroom men's shelter has grown into a 389-bed facility providing emergency and long-term recovery services to men, women, and children, all free of charge.

GNRM is in a pivotal season of growth. With the Day Resource Center and Adult Rehabilitation Campus now coming online — alongside completed projects including Veda Street Village Micro Shelters, the Gold Street Sober Living House, and the Bridge Building Remodel — the organization is rapidly expanding its capacity to walk people from crisis toward health and wholeness. Looking ahead, GNRM has a growing vision to extend its reach into rural counties across the region, bringing hope and real pathways to flourishing into underserved communities that have long needed it.

Position Overview

The Men's Discipleship Program Manager is responsible for the daily oversight, coordination, and operation of the Men's Discipleship Program. This position provides leadership and direction to case managers, programmers, and other assigned program staff while ensuring participants receive consistent structure, accountability, case management, recovery support, spiritual development, education, and opportunities for long-term stability.

The Program Manager works closely with probation departments, county agencies, social workers, correctional facilities, community partners, and internal departments to coordinate referrals, interviews, admissions, participant services, and successful progression through the program.

This role is part of the Men's Discipleship Program, reports to the Director of Programs, and works Monday through Friday, 8:00 a.m. to 4:30 p.m.

Key Responsibilities

Program Operations & Scheduling

- Oversee the daily operations of the Men's Discipleship Program
- Develop, maintain, and oversee staff schedules, including case manager and programmer schedules

- Oversee participant class schedules, work schedules, appointments, program activities, and other required programming
- Ensure appropriate staff coverage for daily program operations
- Coordinate schedule changes and clearly communicate expectations to staff
- Ensure classes, groups, work assignments, appointments, and scheduled activities occur as planned
- Maintain an organized and up-to-date program calendar
- Coordinate and oversee all events associated with the Men's Discipleship Program

Staff Leadership & Delegation

- Provide daily leadership, supervision, and direction to case managers, programmers, and other assigned staff
- Delegate responsibilities, tasks, and daily assignments based on program needs
- Clearly communicate staff responsibilities, priorities, and expectations
- Monitor completion of assigned duties and follow up as necessary
- Provide coaching, guidance, training, and support to program staff
- Address staff performance and operational concerns and communicate significant concerns to the Director of Programs
- Facilitate regular communication among program staff to ensure consistency and continuity of services

Referrals, Interviews & Admissions

- Manage and coordinate referrals into the Men's Discipleship Program
- Communicate with probation officers, social workers, correctional facilities, county representatives, and other referral partners regarding prospective participants
- Review referrals and available documentation to determine whether applicants are appropriate for the program
- Coordinate with probation departments, social workers, and referring agencies regarding program acceptance and placement
- Communicate with agencies within Shasta County and other counties regarding potential participants
- Schedule and coordinate jail interviews for individuals interested in entering the Men's Discipleship Program
- Coordinate interviews and assessments of prospective participants
- Communicate program expectations, requirements, admission decisions, and placement information to referral partners as appropriate
- Coordinate approved admission dates and ensure staff are prepared for incoming participants
- Develop and maintain professional working relationships with referral agencies and community partners

Participant Oversight

- Ensure participants understand and follow program expectations, schedules, rules, and responsibilities
- Work with case managers to monitor participant progress throughout the program
- Address behavioral, accountability, attendance, and program compliance concerns
- Participate in decisions regarding participant interventions, behavioral plans, program progression, and discharge recommendations

- Promote consistency and accountability while ensuring participants are treated with dignity and respect
- Assist staff with crisis situations and significant participant concerns
- Ensure participant needs and concerns are communicated to the appropriate staff and departments

Classes, Work Assignments & Programming

- Develop and oversee the Men's Discipleship Program class schedule
- Coordinate with staff, volunteers, instructors, and community partners providing classes or services
- Oversee participant work assignments and work schedules
- Ensure programming supports recovery, relapse prevention, healthy boundaries, life skills, employment readiness, education, spiritual growth, and long-term stability
- Monitor participant attendance and engagement and address concerns as needed

Events & Community Coordination

- Plan, coordinate, and oversee Men's Discipleship Program events, activities, graduations, outings, and special functions
- Coordinate staffing, transportation, participant attendance, and other logistics associated with program events
- Communicate and coordinate with other Mission departments and outside organizations when necessary

Documentation & Communication

- Ensure required program documentation is completed accurately and within established timelines
- Maintain appropriate records related to referrals, interviews, admissions, participant progress, incidents, and program activities
- Ensure participant confidentiality and compliance with organizational policies and applicable confidentiality requirements
- Communicate significant incidents, participant concerns, staffing issues, and operational needs to the Director of Programs
- Provide requested program information, statistics, reports, and updates to leadership

Collaboration

- Work closely with Guest Services, the Academic Center, Kitchen, Facilities, case management, employment resources, and other Mission programs and departments
- Coordinate with probation departments, social workers, correctional facilities, treatment providers, behavioral health providers, and community agencies
- Represent the Men's Discipleship Program professionally when communicating with outside agencies, referral partners, and community organizations

Leadership Expectations

The Men's Discipleship Program Manager is expected to lead by example and maintain a structured, consistent, professional, and supportive program environment. The Manager must demonstrate the ability to balance compassion with accountability, make sound decisions, communicate expectations clearly, maintain appropriate professional boundaries, and support the Mission's goal of helping participants achieve recovery, stability, personal growth, spiritual development, and successful community reintegration.

Additional Responsibilities

The Men's Discipleship Program Manager may be assigned additional responsibilities related to the operation, growth, and continued development of the Men's Discipleship Program by the Director of Programs.

Minimum Qualifications

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers
- Demonstrates appropriate behaviors and character traits of a Christian
- A demonstrated passion for ministry, advocacy, and issues surrounding homelessness and poverty
- Agrees with and can sign Good News Rescue Mission's statement of Christian faith, and is able to share that faith and knowledge with staff and clients

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. The environment is pleasant overall, though employees may occasionally have exposure to cold temperatures. The noise level is usually moderate.

Employees may encounter irate or irrational clients, who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, or alcohol, or who may be mentally or physically disabled.

Employees may also be regularly exposed to some risk of communicable diseases from guests at the facility, including potential exposure to tuberculosis (TB) and other respiratory illnesses.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

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.

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee is also regularly required to sit and occasionally required to stand. Good manual dexterity is required for tasks involving the use of hands to operate a computer keyboard, handle objects, and perform detailed work. The employee is also required to reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required for this job include distance vision, color vision, depth perception, and peripheral vision. The employee is also required to have close visual acuity for tasks such as viewing a computer terminal.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pre-Employment Screening

- Drug test
- Clean DMV record
- Must be insurable through GNRM's auto insurance provider

Compensation

- Pay Range: \$25.00–\$27.00 per hour, depending on experience

Good News Rescue Mission is a 501(c)(3) nonprofit organization and an equal opportunity employer.