



Union Gospel Mission
PO Box 1073 Stn Main
Winnipeg, MB R3C 2X4

Located at 320 Princess St.
Phone: (204) 943-9904
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Job Opening: Casual/Seasonal Reception – 320 Princess Street Campus

Position: Front Desk Attendant/Missionary (Casual/Seasonal)

Location: Union Gospel Mission, 320 Princess St., Winnipeg, MB

Reports To: 320 Princess St. Manager

Union Gospel Mission Winnipeg is a Christ-centered, non-profit, evangelical, non-denominational Gospel Rescue Mission. Our purpose is to share the hope of Jesus Christ and provide life-changing programs for the addicted, the homeless, and those in need across Manitoba. We serve men, women, and children through discipleship-based recovery programs, meals, chapel services, drop-in community care, and practical support.

We are seeking an enthusiastic and compassionate individual who desires to serve at the first point of contact at our 320 Princess Street Ministry Centre. This role is ideal for someone who has a heart for ministry, enjoys interacting with people, and desires to be part of a team committed to showing the love of Christ to our community.

Key Responsibilities

- Administer medication to residents enrolled in our Men's Recovery Program (training provided)
- Answer incoming phone calls and greet individuals at the front door, directing them to appropriate staff, services, or resources
- Monitor and help maintain the safety and security of the 320 Princess Street campus by observing and reporting unusual or concerning activity
- Provide food, clothing, and basic assistance at the door to individuals in need as resources allow
- Welcome, support, and provide direction to volunteers serving onsite
- Assist with general reception and ministry duties typical of a front-desk role within a rescue mission and recovery environment, including compassionate engagement with guests from diverse backgrounds and circumstances

Qualifications

- A growing, vibrant relationship with Jesus Christ
- Agreement with and commitment to UGM's Statement of Faith and ministry values
- A heart for those struggling with addiction, homelessness, and poverty
- Skilled in interpersonal communication, hospitality, and conflict de-escalation
- Dependable, compassionate, calm under pressure, and able to exercise sound judgment
- Team-oriented, teachable, and willing to serve in a dynamic ministry environment
- Previous ministry, social services, recovery program, or front-desk experience is an asset but not required

Work Expectations

- Casual/seasonal schedule based on ministry needs, including potential daytime, evening, or weekend shifts
- Must be able to work on-site at 320 Princess Street
- Training provided

How to Apply

Please click on our employment application form to apply and/or send your resume to:

Join Us in Sharing Christ's Love

If you are passionate about serving others, enjoy being part of a mission-driven environment, and are eager to help provide hope and dignity to those who walk through our doors, we would love to hear from you.

“Whatever you did for one of the least of these brothers and sisters of mine, you did for me.” – Matthew 25:40