



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

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## BIBLE COLLEGE LADIES HOSTEL WARDEN

### SUMMARY

As the Ladies Hostel Warden, you will be responsible for overseeing students in the Ladies hostel. This role is vital for smooth running of the Ladies hostel in the Bible College. Only women are requested to apply for this post. For more information about APC Bible College, please visit: [apcbiblecollege.org](http://apcbiblecollege.org).

Please review the APC Organization Chart available on OUR TEAM page ([apcwo.org/about-us/our-team](http://apcwo.org/about-us/our-team)).

### ROLE DESCRIPTION

You will be a resident warden, living on the Bible College Hostel campus. You will report directly to the Bible College Administrator. Your work will typically involve the following:

#### Well-being of students

- Ensure students are taken care of, and basic requirements like food, hygiene and health are well provided for.
- Ensure that there is no ragging, hostilities, groupism, or abusive behavior among students. Such incidents must be addressed and resolved quickly.
- Oversee students who volunteer in different teams at APC church locations and other ministries.
- Have a system in place for receiving and acting on feedback from students. Keep the Bible College Administrator informed.
- Ensure all students are treated equally without any partiality.
- Counseling students on personal & academic issues as the need arises.
- Direct all the requests/permissions/suggestions to the Bible College administrator.

#### Enforce Guidelines

- Ensuring the guidelines in the Student Handbook are followed in the Ladies' hostels.
  - Have student leaders who will assist in ensuring this.
  - Have proper student leader meetings to equip and review if guidelines are being followed.
  - Ensure afternoon sessions at Bible College and study hours at the hostels are observed well.
  - Ensure the hostel and Bible College schedules are followed by all students.
  - Ensure all the students are in college/church/meetings before specified time.
  - Responsible to oversee all the leaders-in-charge of various responsibilities in the hostels.
  - Ensure all the students participate in outreach ministries.
  - Ensure that there is a register maintained to record movement of students.
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- Ensure students are in the campus by scheduled time.
- Ensure that discipline in hostel is maintained.
- Ensure adequate food is received from the vendor and served on time.

## Maintenance of Hostel

- Oversee the upkeep and maintenance of the Ladies' hostels, with help of student leaders.
- Liaison with service providers / maintenance personnel as required.
- Ensure that repairs are periodically taken care of.
- Conduct routine site inspections to identify and take care of repairs in a timely way.
- Ensures students keep their Hostels/Dorms clean.

## Purchasing and Inventory Control

- Maintain a business relationship with vendors and suppliers.
- Monitor inventory levels and place orders for products and supplies.
- Check for the best prices, deals, and availability of products.

## Accounting and Budgeting

- Follow an operational budget.
- Maintain accurate records of expenses and bills.
- Send bills to Accounting at APC office and ensure payments are done.

## QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- A diploma or a bachelor's degree.
- A minimum of 3 years of total full-time professional work experience.
- Prior experience of managing and working with teams, young people is a must.

## KNOWLEDGE & SKILLS REQUIREMENTS

- Should be willing to stay on campus.
- Be a strong leader, be assertive and work with people of diverse temperaments, background, and skillsets.
- Good decision-making skills and with ability to tackle difficult issues.
- Planning and organization skills
- Basic computer and accounting skills.
- Caring and compassionate with good communication skills

## ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
  - Being able to work under pressure and meet deadlines.
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- Willingness to work long hours when required.

## **OPPORTUNITIES**

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

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*Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!*