



Job Title: Community Service Volunteer
Department: Adult Drop-In Centers
Work Location: Akron or Canton
Reports To: Volunteer Coordinator/Staff on Site
Status: Part Time
Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries strives to share the hope of Jesus Christ with broken and undervalued women and children, including survivors of human trafficking.

What You Will Do/Need (Volunteer Summary)

Community Service Volunteers serve during our Community Service programming to work alongside women as they complete mandated or voluntary community service hours at the Drop-In Center along with providing personal connection and building relationships with the women who are serving. A Community Service Volunteer may perform all of the varying tasks during programming: sorting/organizing donations, carrying items up and down stairs, completing light housework/cleaning tasks, preparing a meal, cleaning up after a meal, leading a short devotional, transporting women in personal vehicle if comfortable doing so (all transport is under the discretion of the staff on-site).

GOAL- *The goal is to build a transformational relationship with the women we serve, where the volunteer embodies the love of Christ and exemplifies how God desires His children to be loved and treated. To serve the without personal expectation or agenda; Simply serve as Jesus served; humbly and selflessly.*

Responsibilities (Essential Duties and Responsibilities)

- Arrive on time for prayer, help set up for programming (light cooking responsibilities, cleaning and organization, making coffee, setting out refreshments)
- Welcome women as they arrive, be present for conversation and fellowship
- Sort donations, stock hygiene items from supplies at the Drop-In alongside women who are there for community service
- Help with cleaning tasks at Drop-In alongside women who are there for community service
- Help explain and answer questions from women (regarding tasks) as needed, help keep women on task
- Participate in bible study, modeling engagement with programming
- Help prepare the meal for the day
- Help lead the devotion time
- Foster conversation with women at the house
- Help with clean-up of Drop-In Center after programming
- Model healthy boundaries and relationships

**Coordination:**

- Communicate Volunteer Coordinator for schedule, to gain support, advice, or direction regarding serving
- Complete Volunteer Time Sheets
- Attend Volunteer meetings done by RAHAB staff

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Mature relationship with Christ
- Humble heart, team player with strong integrity
- Non-judgmental – Someone who accepts people as they are and is patient with their journey
- Someone who is consistent, honest and committed
- Adaptable to change that come with the nature of the role
- Trauma informed and the ability to perform trauma informed care
- General knowledge of human trafficking field and effects of sexual exploitation
- Strong communication skills, both written and verbal
- Must be 18 years of age or older
- Must submit and pass a Federal Background check and BCI Check
- Must complete all training and paperwork as outlined by RAHAB

What Will Make You Special (Preferred Knowledge, Skills, and Abilities)

- Trauma informed
- Previous experience and knowledge in human trafficking field

Physical Demands and Work Environment

Light physical demands.

Position Type and Expected Hours of Volunteering

Akron- Tuesday and Thursday, 9:00am -1:30pm

Canton- Tuesday, 10:30-1:00pm

Travel

Local travel within the Northeastern Ohio area using personal vehicle or RAHAB vehicle (if approved by RAHAB) to transport women within a small radius of the Drop-In.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Employee Acknowledgement



Signature

Date

Printed Name