



Position: Minor Administrator and Mentor; 40 hrs/wk

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

Main Objective: Handle all administrative services for RAHAB (Reaching Above Hopelessness and Brokenness) Minor Mentoring Program; Provide mentoring to youth between the ages of 12-18+ within the RAHAB Minor Mentoring Program.

Daily Operations:

Administrative -

Finances:

- Manage RAHAB Minor Team's budget
- Collect Minor Team receipts monthly and turn in to RAHAB Offices
- Regularly communicate with RAHAB Offices about financial needs
- Track and update expenses on Minor Team Budget Spreadsheet (weekly)
- Track invoices for Service Providers and maintain volunteer hours
- Keep track of weekly Food Bank logs, and turn in pest control report to Food Bank monthly

Background Checks/ Volunteers:

- Attend monthly RAHAB staff meetings
- Attend weekly RAHAB Minor Team staff meetings
- Gather all referrals made from RAHAB Essentials Trainings and get application from RAHAB Offices for those who expressed an interest in the Minor Program
- Once application is received- Email information to prospective volunteers and mentors about upcoming Minor Mentoring trainings
- Add volunteer information to SUMAC database
- Keep track of volunteer status on Volunteer Spreadsheet

Mentoring Responsibilities:

- Meet weekly with assigned mentee
- Provide rides for youth who are going to and from minor mentoring center, Selah's Place.
- Serve as an In-House Mentor at Selah's Place 2 days/week; 3-7pm during the school year; 1-5pm during the summer
- Meet with court referred youth who need mentoring (as needed)
- Visit youth in program who are in detention and residential facilities (as needed)

RAHAB Staff Requirements:

- Attend monthly RAHAB staff meetings
- Attend weekly RAHAB Minor Team staff meetings
- Build relationships with Volunteers who attend Selah's Place

Selah's Place Responsibilities:

- Foster a safe and encouraging environment
- Provide youth with positive and supportive interaction
- Be physically, emotionally and mentally present with youth when meeting with them
- Follow all safety protocols and procedures in order to maintain safety and security
- Promote biblical conflict resolution among youth

Coordination:

- Communicate any crisis/emergency situation to Minor Mentoring Coordinator
- Work closely and communicate regularly with RAHAB Minor Team Staff

Skills and Qualifications Necessary

- Mature relationship with Christ
- Ministry-minded and ability to engage non-Christians from difficult backgrounds
- Humble, team player with strong integrity
- Passionate about advocating for youth
- Detail-oriented
- Organized and efficient
- Flexible availability
- Adaptable to ever-changing schedules and plans that come with the nature of the job
- Ability to navigate and guide conversations well in an all-female setting
- Ability to problem solve well and not give up in complex situations
- Trauma informed and the ability to perform trauma informed care
- General knowledge of human trafficking field and effects of sexual exploitation
- Must be 21 years of age or older
- Must have a valid Ohio Driver's License
- Must submit and pass a Federal Background check
- Experience in Google Docs and Microsoft Office is a plus

RAHAB Ministries does not delay or deny employment based on race, age, sex, national origin, or physical or mental disabilities unrelated to an applicant's ability to effectively perform job duties.

