



Job Title: Stark County Drop-In Center Coordinator

Department: Community Based Programming

Work Location: Stark County Drop-In Centers/Remote

Reports To: Sr. Director of Community Based Programming

Status: Full Time

Classification: Non-exempt

Reaching Above Hopelessness and Brokenness, Inc.

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

What you will Do/Need (Job Summary)

The Drop-In Center Coordinator will oversee all operations, programming, and staff supervision for 2 Drop-In Centers within Stark County.

Responsibilities (Essential Duties and Responsibilities)

- Oversee staff for Stark County Drop-In Centers and delegate tasks as needed
- Help facilitate weekly community programming along with other Drop-In Center staff
- Build relationships and provide direction for women coming to the Drop-In Center for programming
- Oversee donation inventory and organization
- Be available to teach bible study lessons and devotions as needed during programming
- Keep supplies stocked as needed, and oversee house supply and maintenance needs
- Drive the Drop-In Center vehicles to pick up and drop off program participants and to the RAHAB office to pick up donations as needed
- Maintain relationships with community partners for weekly programming
- Assist in building community relationships connecting the population served to RAHAB Drop-In Center resources
- Build a community referral network, establishing rapport and provide education as needed
- Organize special events along with other Drop In staff (ex. Specialized training for volunteers)
- Track receipts and budget items being spent by the Drop-In Centers and record accordingly
- Input Drop-In Center data in created logs and database
- Help track volunteer applications and training requirements
- Establish and maintain relationships with volunteers serving at the Drop-In Centers
- Attend one-on-one meetings with supervisor
- Attend quarterly staff meetings



Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Be self-motivated and organized
- Set the culture of compassion, love and grace at the Drop-In Centers
- Work well with others and contribute to a positive team-like environment
- Strong communication skills
- A strong commitment and regular practice of self-care
- Must be 18 years of age or older
- Must have a valid driver's license
- Must submit and pass a Federal Background check

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

- Trauma informed
- Previous experience and knowledge in human trafficking field
- Previous experience supervising staff
- Ministry-minded and ability to engage non-Christians
- Previous experience working in community-based services
- Experience using Microsoft Office

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Maintain physical and emotional safety for those participating in programming
- Strives to maintain a culture of love and respect
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries

Physical Demands and Work Environment

Light physical demands transporting clientele served as necessary

Position Type and Expected Hours of Work

- Willing to work a flexible shift
- Full time, daytime hours
- 40 hours/week
- Availability for <10 evenings or Saturdays per year

Travel

Local travel with the occasional need to travel within the greater Northeastern Ohio region using personal vehicle or RAHAB-provided vehicle