



Job Title: Stark County Drop-In Center Volunteer 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: 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 Centers are part of the continuum of care provided by RAHAB Ministries. The centers are strategically positioned to be easily accessible to the women we are serving. Our Drop-In Centers have a reputation in the community as a safe, nonjudgmental place for broken women to step out of chaos, into peace. Weekly programming is designed to meet community needs including providing a home-cooked meal, access to clothing closet and hygiene items, bible study, mentoring and more. Our mission is to provide hope in Christ to broken women.

The primary responsibilities of the Stark County Drop-In Volunteer Coordinator are to handle all administrative services for the RAHAB Stark County Drop-In Center in regard to volunteers, onboard new volunteers, provide support to current volunteers, and help facilitate weekly programming and open hours under the direction of the Senior Director of Community Based Programming.

Responsibilities (Essential Duties and Responsibilities)

- Attend quarterly RAHAB staff meetings
- Attend regular check-ins with Senior Director of Community Based Programming
- Lead trainings to equip volunteers
- Serve during weekly Drop-In programming
- Recruit and schedule Drop-In Center volunteers
- Collaborate with Stark County Drop-In Center Coordinator on volunteer and house needs, as well as managing donations that come in
- Manage and submit volunteer time sheets/hours
- Communicate with Director of Community Engagement to onboard new volunteers to the Drop-In Centers through reviewing of application, specialized training, and engaging volunteers in programming
- Send "Thank You" notes to volunteers and mentors
- Keep Drop-In Center Volunteer Spreadsheet up to date
- Plan volunteer continuing education and appreciation nights
- Work closely and communicate regularly with RAHAB Drop-In Center staff and volunteers



- Help manage donations that come into Stark County Drop-In Centers and assist with items/donations that need picked up from the Main Office

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Be self-motivated, organized and detail oriented
- 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
- Trauma informed
- A strong commitment and regular practice of self-care
- Ministry-minded and ability to engage non-Christians
- Must be 18 years of age or older
- Must submit and pass a Federal Background check

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

- Previous experience and knowledge in human trafficking field
- Previous experience working in community-based services
- Experience using Google platform and Microsoft Office

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- 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
- Ability to lift and carry donations up and down stairs at Drop-In Center, office, etc.

Position Type and Expected Hours of Work

- Willing to work a flexible shift
- Full-time, daytime/early evening hours
- Availability for <10 evenings or Saturdays per year
- 40 hours/week- Monday through Friday, Drop-In Center hours range between 10:00am-7:00pm

Travel

Local travel in Stark and Summit counties using personal vehicle or RAHAB-provided vehicle