



Job Title: Drop-In Center Program Specialist
Department: Community Based Programming
Work Location: Stark Drop-In Center
Reports To: Stark County Drop-In Center Coordinator
Status: Part-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 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 Program Specialist are to handle programming during scheduled hours at the Drop-In Center, providing a safe, non-judgmental environment for those we serve. This role will work closely with other staff and volunteers to provide excellent programming and relational connection at the RAHAB Drop-In Center.

Responsibilities (Essential Duties and Responsibilities)

- Lead programming 4 days a week- arriving early at the Drop-In Center to prepare the house
- Oversee designated open hours at the Drop-In Center in coordination with the Stark County Drop-In Center Coordinator
- Transport women to and from programming as needed
- Help guide volunteers to delegated positions during programming
- Ensuring required community service projects are completed
- Facilitating or scheduling a volunteer to facilitate the Bible study
- Oversee clean up at the end of each day of programming
- Assist with organizing/scheduling volunteers for weekly programming
- Assist with coordinating Drop-In Center special events (such as the summer block party, Thanksgiving meal, etc.)
- Ensure client resources are stocked and readily available as well as pick up donations from the other sites as needed
- Maintain relationship with volunteers who donate food



- Assist in buying necessary items/household supplies for Drop-In Center
- Assist with specialized trainings for volunteers
- Attend one-on-one meetings check-ins 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 Center
- 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
- 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)

- Previous experience and knowledge in human trafficking field
- Ministry-minded and ability to engage non-Christians
- 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

- Mild to moderate physical demands
- Transporting clientele served as necessary
- Ability to lift and carry donations up and down stairs at Drop-In Center, office, etc. (around 25 pounds)

Position Type and Expected Hours of Work

- Willing to work a flexible shift
- Part-time, daytime/early evening hours
- Availability for <10 evenings (outside of regular scheduled hours) or Saturdays per year
- 25 hours/week- Monday through Friday, hours ranging between 10:00am-7:00pm

Travel

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

