



Job Title: Director of Minor Programming
Department: Minor Mentoring
Work Location: Summit County
Reports To: VP of Programming
Status: Full Time
Classification: Exempt

Reaching Above Hopelessness and Brokenness, Inc.

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

What You Will Do/Need (Job Summary)

Lead, grow, and oversee all programming needed to provide mentoring to youth between the ages of 12-18+ within the RAHAB Minor Mentoring Program.

Responsibilities (Essential Duties and Responsibilities)

Staff and Volunteer Management: Provide leadership and oversight of RAHAB Minor Mentoring facilities, staff, and volunteer management.

- Clarify and update staff job descriptions and assure job alignment
- Lead weekly team meetings with Minor Mentoring staff
- Conduct individual meetings with Minor Mentoring staff as necessary
- Conduct quarterly evaluations of staff
- Provide direction and constructive feedback to coordinators
- Develop and implement appropriate staff training and bonding
- Hold Minor Mentoring staff accountable in implementation of current policies, procedures and protocols
- Assist Minor Mentoring staff with integrating volunteer staff and interns

Operations and Structure: Develop systematic operations and organization

- Create and develop program policies, procedures and protocol
- Regularly assess needs of Minor Mentoring Program and develop/adjust programming as needed to better serve youth in program.
- Provide administrative input with program data
- Obtain and oversee relationships with various community partners outside of RAHAB
- Oversee monthly budget for the Minor Mentoring Program
- Lead Minor Mentoring Specialized Training

Mentoring

- Build relationships with youth involved in Summit County Juvenile Court's Restore Program and Cuyahoga County Juvenile Court's Safe Harbor docket as well as youth referred from outside agencies.
- Provide on call supervision and crisis interventions when youth reach out to mentors in crisis

Collaboration

- Bridge communication between Minor Mentoring staff and RAHAB Leadership
- Create dynamic relationships with necessary and relevant outside agencies
- Maintain relationships with established community partners such as Summit County Juvenile Court, Cuyahoga



County Juvenile Court and The Well.

- Oversee attendance of weekly Treatment Team meetings and hearings in conjunction with the Summit County Juvenile Court's specialized Restore docket and Cuyahoga County Juvenile Court's Safe Harbor docket.
- Hire new personnel as needed
- Collaborate with other RAHAB staff members and meet to strategize new initiatives
- Speak on behalf of RAHAB at events as needed
- Work with RAHAB leadership as needed to create procedure and duplication as part of the RAHAB organization.
- Attend trainings that will aid in professional development

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Management and leadership skills
- Self-motivated and organized
- Strong communication skills
- Promote a culture of compassion, love, and grace
- Minimum of Bachelor's degree or higher
- Strong communication skills, both written and verbal
- Aptitude in problem-solving and critical thinking
- Must be 21 years of age or older
- Must have a valid Ohio 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
- Ministry-minded and ability to engage non-Christians
- Experience in working with youth preferred

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Maintains physical and emotional safety for youth
- Strives to maintain a culture of love and respect among the staff and youth
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries with/for youth

Physical Demands and Work Environment

Light physical demands; transporting youth as necessary

Position Type and Expected Hours of Work

Willing to work a flexible shift: 40 hours per week

Travel

Local travel with the occasional need to travel within the greater Northeastern Ohio region using personal vehicle

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