



Title: Minor Mentor Program Intern

Department: Minor Mentor Program

Work Location: Selah's Place, Remote

Reports To: Volunteer Coordinator, Selah's Place Coordinator

Status: Part Time

Classification: Non-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 (Intern Job Summary)

Provide general assistance, administrative support, and when necessary, mentoring support to the Minor Mentor Program team by contributing to a strong infrastructure that supports the ongoing direct care to those being served.

Responsibilities (Essential Duties and Responsibilities)

General

- Undergo any trauma informed training necessary to better understand what RAHAB's Minor Mentor Program and Ohio's Laws against Human Trafficking
- Communicate regularly with Selah's Place Coordinator to get weekly assignments and tasks
- Transport and organize donations as needed. (Details from Selah's Place Coordinator)
- Assisting with administrative work as needed (Details from MMP Admin or Volunteer Coordinator)
- Clean/Organize Selah's Place when needed
- Other duties, as assigned

Direct Care: (When applicable)

- Foster a safe and encouraging environment for youth and staff while at Selah's Place
- Follow all safety protocols and procedures in order to maintain safety and security

Coordination:

- Work closely and communicate regularly with Selah's Place Coordinator, MMP Volunteer Coordinator, MMP Admin, Volunteers, and other areas of RAHAB programming

Minimum Qualifications (Knowledge, Skills, and Abilities Preferred)

- Mature relationship with Christ
- Must be at least 18+yrs old
- **Must be 21 to have contact with the Youth at Selah's Place.*
 - Available at least one-day Monday-Thursday during open Selah's Place hours (*School is in session open 2 pm-6 pm. Summertime 1 pm-5 pm*)
- Must have access to your own computer for admin tasks.
- Preferably available on Fridays from 10 am-3pm
- Highly Task-Oriented
- Humble, team player with strong integrity



- Detail-oriented, punctual and efficient
- Adaptable to ever-changing schedules and plans that come with the nature of the job
- Strong communication skills, both written and verbal
- Aptitude in problem-solving and critical thinking
- Must have a valid Ohio Driver’s License
- Must submit and pass a Federal Background check

Knowledge, Skills, and Abilities you will Develop during your Internship

- Trauma informed
- Administrative Experience
- Youth Mentorship Experience
- Experience with Excel and/or Microsoft 365
- Experience and knowledge in the human trafficking field
- Organization and other valuable skills

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Strives to maintain a culture of love and respect among the staff and youth
- Conflict-resolution and problem-solving skills

Physical Demands and Work Environment

Light physical demands.

Position Type and Expected Hours of Work

Willing to work a flexible shift

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