



Job Title: Minor Mentoring Volunteer Coordinator
Department: Minor Programming
Work Location: Cuyahoga County
Reports To: Minor Mentoring Program Supervisor
Status: Full Time
Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries provide Christ-centered transformational services to those directly affected by sex trafficking

What You Will Do/Need (Job Summary)

Handle all volunteer services for the Cuyahoga County RAHAB Minor Mentoring Program; Provide mentoring to youth between the ages of 12-18+ within the RAHAB Minor Mentoring Program.

Responsibilities (Essential Duties and Responsibilities)

- Coordinate with office staff to acquire applications for potential volunteers
- Review and organize volunteer applications
- Interview, vet and communicate with potential volunteers to discern if they would be a suitable volunteer.
- Guide mentors and support them through volunteer process.
- Assist Minor Mentoring Program Supervisor in pairing youth with a suitable volunteer mentor
- Co-Lead specialized minor mentoring training to equip incoming minor mentors and volunteers
- Coordinate with necessary staff to obtain background checks for all volunteers
- Strategically pursue new avenues for growing the Minor Mentoring pool of volunteers
- Recruit and schedule Minor Mentoring Volunteers
- Attend all required RAHAB meetings and trainings

Mentoring Center:

- Serve as an In-House Mentor at CC mentoring center minimum 2 days/week
- Serve as a one-on-one mentor for a youth involved in the Minor Program
- Provide rides for youth who are going to and from mentoring center

Volunteer Care:

- Implement creative ways to care for our volunteers and mentors
- Ensure CC Minor Mentoring Volunteer Information is kept up to date
- Track In Kind Gift Receipts
- Plan volunteer gatherings and appreciation nights
- Speak on behalf of RAHAB at events
- Keep track of volunteer hours and submit them for grant purposes

Coordination:

- Communicate any crisis/emergency situation to supervisor following proper procedure
- Work closely and communicate regularly with RAHAB Minor Team Staff and volunteers



Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Ability to read people and lead with keen discernment
- Complete day-to-day operations with Excellence
- Mature relationship with Christ
- Humble, team player with strong integrity
- Passionate about advocating for youth
- Detail-oriented
- Organized and efficient
- Flexible availability
- Adaptable to ever-changing schedules and plans that come with the nature of the job
- Ability to navigate and guide conversations well in an all-female setting
- Ability to problem solve well and not give up in complex situations
- Trauma informed and the ability to perform trauma informed care
- General knowledge of human trafficking field and effects of sexual exploitation
- Must be 21 years of age or older
- Must have a valid Ohio Driver's License
- Must submit and pass a Federal Background check
- Experience in Google Docs and Microsoft Office is a plus

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: 35 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