

**Job Title: Drop-in Coordinator (Summit)**

Department: Adult Programming - Summit Drop-in

Location: Summit County Drop-in home

Reports To: Director of Outreach & Drop-in (Summit/Cuyahoga)

Status: Full Time

Classification: Non-Exempt

**Reaching Above Hopelessness and Brokenness, Inc.**

RAHAB Ministries provides Christ-centered transformational services to those directly affected by sex trafficking in Northeast Ohio.

**What You Will Do/Need (Job Summary)**

The Drop-in Coordinator will oversee all operations, programming, and staff supervision for the RAHAB Drop-in home located in Summit County.

**Responsibilities (Essential Duties and Responsibilities)**

- Oversee staff for the Summit County Drop-in home and delegate tasks as needed
- Help facilitate weekly community programming along with other Drop-in staff
- Build relationships and provide direction for women coming to the Drop-in for programming
- Oversee donation inventory and organization
- Be available to teach bible study lessons and devotions as needed
- Keep supplies stocked and oversee house supply and maintenance needs
- Ensure all staff follow established Drop-in guidelines
- Transport program participants to/from the Drop-in and donations to/from the office as needed using company vehicle
- Assist in building a community referral network, establishing rapport, and providing education as needed
- Organize special events along with other Drop-in staff
- Track receipts and budget items for the Drop-in home
- Input attendance data in created logs and database
- Assist in tracking volunteer applications and training requirements
- Attend all required meetings
- Conduct one-on-one supervision with staff on a bi-weekly basis
- Conduct monthly Drop-in staff meetings

**Minimum Qualifications (Knowledge, Skills, and Abilities Required)**

- Flexible and adaptable – must be comfortable leading in unpredictable situations
- Self-motivated, organized and detail-oriented
- Set the culture of compassion, love, and grace at the Drop-in home



- Work well with others and contribute to a positive team-like environment
- Strong communication skills
- A strong commitment to and regular practice of self-care
- Trauma informed
- Ministry-minded and ability to engage non-Christians & people from all walks of life
- Must be 18 years of age or older
- Must submit and pass a Federal Background check
- Must have a valid driver's license & satisfactory Motor Vehicle Record

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

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

**Characteristics of the Position (Competencies)**

- Conflict-resolution and problem-solving skills
- Exercise and model healthy boundaries
- Bring stability to a space that welcomes people experiencing addiction, mental health issues, and trauma

**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 home, office, etc.

**Position Type and Expected Hours of Work**

- Willing to work a flexible shift
- Full-time, daytime hours
- 40 hours/week
- Availability on occasional evenings or weekends as needed for programming or special events

**Travel**

Local travel using personal vehicle or RAHAB-provided vehicle

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**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 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.



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***Employee Acknowledgement***

***Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Printed Name*** \_\_\_\_\_