



Job Title: Drop-in Coordinator (Summit)

Department: Adult Programming - Summit Drop-in

Location: Summit County Drop-in home

Reports To: Director of Drop-in

Status: Full Time

Classification: 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 manage all operations, programming, and staff supervision for the RAHAB Drop-in home located in Summit County.

Responsibilities (Essential Duties and Responsibilities)

- Cultivate a positive, safe, and Godly environment in which to serve survivors and develop staff
- Manage Drop-in-home staff to ensure their assigned tasks are effectively accomplished, and delegate additional tasks as needed
- Ensure all staff follow established Drop-in guidelines
- Build relationships and provide positive Godly direction for women coming to the Drop-in for programming and resource connection as needed
- Conduct one-on-one supervision with staff on a weekly basis
- Conduct monthly Drop-in staff meetings
- Plan and facilitate weekly community programming with the support and guidance of the Director of Drop-in
- Lead Drop-in team in organizing special events including outings outside of the Drop-in and events in coordination with the Canton Drop-in Home led by the Director of Drop-in
- Provide spiritual direction the women served at the Drop-in and teach bible study lessons and devotions
- Transport program participants to/from the Drop-in and donations to/from the office as needed using company vehicle
- Oversee donation inventory and organization and keep appropriate communication with RAHAB Office staff
- Manage house supplies ensuring stock is appropriately maintained.
- Ensure all maintenance needs are addressed by reporting them to the Director of Drop-in
- Conduct Foodbank reporting and requirements as directed by the Akron/Canton Regional Food Bank
- Track and approve receipts and budget items for the Drop-in home
- Input attendance data in created logs and database



- Attend all required meetings
- Additional items as assigned by the Director of Drop-in or others in leadership

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Deep and mature commitment to a Christ-centered faith
- 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 and meet minimum insurance requirements

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

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.

Employee Acknowledgement

Signature _____ **Date** _____

Printed Name _____