Job Title: Volunteer Coordinator (Summit)
Department: Adult Programming
Location: Summit County Drop-In Home
Reports To: Drop-In Coordinator
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 primary responsibilities of the Drop-in Volunteer Coordinator are to handle all administrative services for Drop-in volunteers, onboard and equip new volunteers, and provide support to current volunteers. Additionally, this position will help facilitate weekly Drop-in programming and assist with administrative tasks under the direction of the Drop-in Coordinator.

Responsibilities (Essential Duties and Responsibilities)

- Serve as staff at the Drop-in Home during programming hours
- Train, schedule, and supervise Drop-in Volunteers
- Attend all meetings as required by supervisors
- Participate in regular supervision meetings with Drop-in Coordinator
- Help maintain cleanliness and organization of the Drop-in
- Collaborate with Drop-in Coordinator regarding volunteer and house needs
- Plan, schedule, and maintain all volunteer and community service groups/individuals at the Drop-in Home
- Manage and ensure submission of volunteer time sheets/hours
- Appropriately store and maintain volunteer paperwork utilizing SharePoint
- Work closely and communicate regularly with RAHAB Drop-in Staff, RAHAB Office Staff, and volunteers
- Manage the intake, recording, and upkeep of in-kind donations at the Drop-in Home
- Transport clients as needed
- Provide support to the programming at the Drop-in as needed
- Be available to teach Bible studies and devotions
- Ensure required community service projects are completed and documented appropriately
- Schedule and facilitate Bible study lessons for volunteers and staff
- Plan, organize, and schedule monthly life skills with the help of Stark Volunteer Coordinator.

- Organize Monthly calendar showing staff and volunteer coverage, Life skills activities, Outings, and Bible Study schedule.

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Be 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 and regular practice of self-care
- Trauma informed
- Ministry-minded and ability to engage non-Christians
- Must be 18 years of age or older
- Must submit and pass a Federal Background check
- Must have a valid driver's license, satisfactory MVR, and necessary 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
- Exercises and models healthy boundaries

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. 32-40 hours/week
- Availability on occasional evenings or weekends as needed for programming or special events
- Attend Retreat weekends

Travel

Local travel using personal vehicle or RAHAB-provided vehicle

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 of Job Description

_____ _____

Signature Date

_____

Printed Name