

JOB DESCRIPTION



Position Title: Drop-In Manager

Hosea's (HYS) History:

Since its first meal in 1995, Hosea has transformed from a simple meals service into a multi-faceted organization with a mission to help homeless and at-risk youth create and sustain healthy lives away from the streets. In 1996 our drop-in center opened and today it is the hub of our organization, offering meals, shower and laundry access, and resources such as clothes and toiletries. Additionally, our drop-in center is the access point for youth to enter Hosea's Vocational Placement and Life Discovery programs.

Hosea's **Vocational Placement** program is geared towards offering all youth valuable work opportunities and training. Many of the youth we work with are homeless or at-risk and these youth are in need of consistent, well-paying work; however, many lack the skills and knowledge necessary to obtain it. Our program aims to help these youth achieve long-term success in the workforce through work experience and training.

Our **Life Discovery** program has been developed to help youth who want to transition off the streets take their next steps to do so. With this program, we work with youth to pair them with a mentor who can begin to build a relationship with them. Additionally, Hosea offers courses that have been designed to teach and retrain skills required to successfully function in society. Classes include topics such as money management, relational skills, and healthy meal preparation and cooking.

Opportunity:

Through our Vocational Placement, Housing, and drop-in center programs, we have the means to provide realistic opportunities and steps for youth to start their transition off the streets. To aid in our efforts, Hosea is looking to hire an individual as our Drop-In Manager to assist in all daily operations of our drop-in center.

We are asking the Drop-in Manager (DM-1) to oversee the daily runnings of the drop-in center. This would include communicating with the community and Hosea staff, actively informing volunteers of the mission of Hosea, and making sure that volunteers and interns are trained and directed. Additionally, the DM-1 would ensure that the drop-in center is actively working to help youth have their needs met.

The DM-1 will work on Hosea's Senior Management Team to maintain the structure of the drop-in center, making sure the gospel is being shared through prayer and conversation; interns and volunteers are trained, given daily oversight and direction; and health requirements are being met. This position will work closely with our Vocational Placement program director to make sure that youth are having their needs met, data is being tracked, and that operations of the drop-in center are connecting youth to Hosea programs.

Definition and Summary of Position:

To oversee the Drop-In Center Program through providing oversight and training to interns and volunteers within Hosea, and as well as providing support to the Vocational Placement Program.

This position pays \$12.00 dollars an hour for 20 hours per week as of 2017.

The DM-1 will be expected to fundraise 80% of their income for this position and must have 70% of funds raised before they can start active employment.

The Primary duties and responsibilities found below are broken down below, with the understanding that during different seasons of Hosea's programs, this position's duties will flux and change.

Primary Duties and Responsibilities:

Drop-In Center— 10 hours per week

- Overseeing interns and volunteers
- Training and communicating with youth, volunteers, and interns daily on expectations
- Making sure daily operations of drop-in center are maintained — i.e. welcome system/door systems, resource room, floor, kitchen, and etc.
- Supervision of drop-in center, as well as building relationships with youth & volunteers
- Communicating and connecting with youth and volunteers daily, weekly & monthly in regards to program(s) opportunities
- Making sure all data for Drop-In Center is being tracked and recorded — drop-in numbers, kids with mentors, kids connected to VPP, kids referred out, housing programs
- Reading & responding to emails in a timely manner
- Making & returning phone calls — personal and drop-in center phone

- Leading prayers at meals
- Youth Referrals and support — maintaining and making sure kids are getting their needs met
- Coordinating with Vocational Program Director, supporting program needs for work days
- Inviting youth to come use our resources— informing what services we provide
- Connecting with new youth
- Helping youth obtain appropriate resources— assist in signing youth up for Vocational Placement Program work study opportunities
- Kitchen/Meals —
 - Meal Groups
 - Coordinating meal calendar
 - Coordinating meal group needs with HR
 - Updating records
 - Attending trainings
 - Food For Lane County (FFLC)
 - Maintaining records, agency relations with FFLC and Hosea, filing reports when needed & training
 - Lane Co. Health Department
 - Maintaining all health department requirements
 - Filling out all temperature logs, food logs & reporting
 - Regular checks that the kitchen, dining room & bathrooms maintain cleanliness
- Vision Casting—
 - Training and communicating with youth, volunteers, and interns in regards to long-term growth and daily expectations
 - Connecting with volunteer/mentors on Housing & Vocational needs
 - Talking head — help coordinate and participate with presentations at church and community events with youth or other volunteers/staff
 - Prayer — integrating into every aspect of the drop-in center
 - Gospel — teach and train staff on how to effectively communicate the Gospel to youth.

Administrative — 5 hours per week

- Creating and designing material to pass out to youth with information on it
- Creating pamphlets/informational sheets to give youth about community resources
- Assisting in building out team projects and fulfilling tasks assigned
- Reading & responding to emails in a timely manner

- Making & returning phone calls
- Data tracking
- Planning and training meetings with staff and interns

(15%) Leadership & Meetings — 5 hours per week

- Schedule & meet with department head once a week for VPP & Drop-In Center support and guidance
 - Project development — Smartsheet training and project management
- Attend all staff weekly meetings
- Attend Bible 316 Classes
- Attend Staff Strategic Planning Meetings (Spring/Fall)
- Attend Mandatory Trainings
 - San Fransisco Trip
 - Food Handlers Card
 - First Aid/CPR

Necessary Knowledge and Skills:

Must have the following skill set:

- Believer
- Leader
- Follow-through
- Negotiator
- Team Player
- Flexible
- Conflict Resolution
- Responsible
- Self-motivated
- Adaptability
- Determined
- Detailed Oriented
- Levelheaded
- Self-aware

Basic Qualifications:

Must have accepted the Lord as their personal savior and have agreed to our Statement of Faith, Mission Statement, and Core Values. Must be willing to have team buy-in and have experience leading others.

Accountability:

Direct report to the Director of Operations and Project Coordinator.

Standards of Performance:

Upon hiring the DM-1 will meet with Director of Operations to map out a System Development plan that will provide direction for the upcoming year as well as a plan for continued ministry past that period of time. Key performance measures will be determined and monitored by both the Director of Operations and Project Coordinator.

After a (3) month period, an evaluation will be made by: Director of Operations.

Regular evaluations will be given as well as an annual review of the ministry.

If interested, please contact Joshua Frank for more details and to receive the link to the application at 541-953-5105 — or — joshuajfrank@icloud.com.