

## PURPOSE OF POSITION

- To serve the church through intensive discipleship of struggling converts.

## RESPONSIBILITIES

- Develop relationships with the Service Phase students through one on one meetings.
- Ensure students adhere to Forge Expectations.
- Check dorm for cleanliness and contraband.
- Transport students to medical appointments, prescription pick-ups, PO office, court appointments, etc. (these happen multiple times per week).
- Lead/Facilitate select Service Phase classes
- Coordinate all evening programs and transportation.
- Attend Friday Forge meeting.
- Assist with tracking volunteer numbers and bed nights.
- Ensure correct monetary amounts are available for weekly stipends.
- Conduct/Lead House meetings.
- Assign students for chores and tasks as needed.

## ORGANIZATIONAL RELATIONSHIPS

- The Forge Instructor reports to the Forge Director and works alongside the Health and Wellness Coordinator, Care Coordination, and Forge Resident Assistant.

## JOB REQUIREMENTS

- Spiritual maturity and strong understanding of Scripture.
- Ability to teach and lead.
- Desire to develop relationships with students.
- Strong organizational and communication skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Ability to drive a people-mover.
- Critical thinking skills and ability to prioritize and make quick decisions.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- A servant's conduct.

## WORK SCHEDULE

- Monday, Wednesday, Friday 10:00 am - 6:00 pm
- Tuesday and Thursday 1:00 pm to 9:00 pm