

PURPOSE OF POSITION

To serve the church through intensive discipleship of struggling converts.

DAILY TASKS

- Ensure students adhere to program expectations.
- Upstairs and downstairs dorm check – bed areas, chores, etc.
- 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.
- Transport and coordinate all evening programs.

WEEKLY TASKS

- Attend Friday Forge meeting 2-4 pm.
- Update volunteer numbers in monthly tracker.
- Stipends – correct change each week.
- Meet weekly with each student to check in, minister to, and assess how each man is doing.
- Weekly dorm checks for any contraband, etc.
- Character evaluation data entry.
- Any miscellaneous errands.
- Cleaning schedule assignments/chore chart.
- Bible Study on Thursday with Service Phase students.
- Conduct/Lead House meetings.
- Input Charity Tracker shelter night/bed entries.
- Assign students for lawncare as needed.
- Evaluate benchmark sheet for Service Phase and alert the director when student is ready to phase up to Education Phase.

MONTHLY TASKS

- Insure that select volunteer numbers are completed and are accurate.
- Manage student book inventory and order as needed.

QUARTERLY TASKS

- **Lead Jobs for Life Program**
 - Coordinate with volunteer leader.
 - Order course materials and have them on hand for the next class term.
- **Graduation**
 - Order name plates - Trophy House.
 - Stain, finish, and assemble.
 - Set up/break down/clean up assignments.
- **Phase Up**
 - Bikes/lights/locks if needed.
 - Deep clean of dorm.
 - Pillows/sheets/laundry baskets/shower caddies/lamps/storage tubs.

ORGANIZATIONAL RELATIONSHIPS

- The Forge Instructor reports directly 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.
- Proficiency in Microsoft Office operation.
- Ability to lead groups in work projects.
- 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.