

PURPOSE OF POSITION

To serve the church through intensive discipleship of struggling converts.

RESPONSIBILITIES

- Ensure students adhere to Forge Expectations.
- Check Dorms 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
- Transport or coordinate all evening programs and transportation.
- Attend Friday Forge meeting 2-4 pm.
- Assist with tracking volunteer numbers and bed nights.
- Ensure correct monetary amounts are available for weekly stipends.
- Develop relationships with the Service Phase students through one on one 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.