

Scarlet Hope

Job Training Supervisor

Roles & Responsibilities

Reports to: Outreach Director of Scarlet Hope Louisville

Location: Louisville, KY

Scarlet Hope exists to share the love and hope of Jesus with women in the adult entertainment industry (AEI). Scarlet Hope seeks to provide trauma-informed, strengths-based services that empower individuals to take the steps they want towards self-sufficiency.

The Job Training Supervisor role is a full time position that supports both core Scarlet Hope programs: Outreach and the Career Development Program. The purpose of this role is to prepare interns for future positions they may have in the workforce while maintaining the On The Job Training program. The Job Training Supervisor will ensure key **administrative** and **program duties** are carried out by providing **oversight of the On The Job Training activities** for Career Development Program Interns.

Job Responsibilities

- Achieve competency in Outreach Tasks/Responsibilities in order to efficiently train CDP interns in each area
- Assist with creation and implementation of CDP publications/documents as they pertain to On the Job Training
- Support the Outreach Director in executing weekly outreach efforts (Strip Club, Text, Street, Drop In and more)
- Train CDP Interns on developing and increasing employable soft and hard skills utilizing curriculum and on the job opportunities.
- Utilizes real life circumstances during responsibilities to train on soft and hard skills by drawing correlations between the situation and transferable skills
- Assign CDP Interns to appropriate tasks and manage workloads while ensuring all tasks are completed
- Enforces CDP policies during On the Job Training

- Supervise CDP Interns completing On The Job Training duties while promoting team identity by celebrating the growth and success of the Interns
- Facilitate Certification of job skills with CDP Interns
- Manage In- Kind Donor relationships (such as Dare to Care)
- Collaborate with the Outreach Director to plan special events and execute projects
- Ensure the Commercial Kitchen meets health department standards
- Collaborate with the Outreach Director and CDP Director on the overall progress of the CDP interns through the program

On the Job Training involves hands-on experience for Career Development Program Interns . Through On The Job Training at Scarlet Hope the interns have the opportunity to partner with our Outreach Program efforts. When there are not enough Interns to complete the work, the Job Training Supervisor will ensure work is completed on time as needed. Examples of these tasks include:

- Recording and Tracking Metrics
- Donation Intake and Inventory
- Commercial Kitchen Management
- Social Media Posts
- Donor and Volunteer Communication and Scheduling
- Facility Care/Cleanliness

Other responsibilities asked of Scarlet Hope Louisville Staff

- Participate in weekly Scarlet Hope and CDP meetings, trainings and retreats as requested
- Aid in annual Scarlet Hope fundraising and promotional events
- Meet regularly with the Outreach and CDP Directors
- Accomplish other duties as assigned by the Outreach Director and Executive Director

Job Training Supervisor “week at a glance”

Monday: 8:30am-5pm: Outreach Duties| Admin

Tuesday: 8:30am-1:30pm: OTJT facilitation| 1:30pm-5:00pm: Admin

Wednesday: 8:30am-5:00pm: OTJT facilitation

Thursday: 9:30am-11:00am Admin| 11:00am-6:00pm: OTJT facilitation

Friday: 8:30am-5pm: Admin

Flexibility is a vital aspect of the role of the Job Training Supervisor. There will be miscellaneous tasks and responsibilities that may be assigned to you to ensure accomplishment of the Scarlet Hope mission. It will be essential that you view your role as being a flexible member of a team. We are excited and thankful for your skills and gifts.

Desired Work Characteristics and Skills

- **Loves Jesus above all else**
- Hands on Team Leader
- Critical thinker acting with discernment and timeliness
- Communicates clearly (both verbal and written) and persuasively as needed
- Deals well with ambiguity, makes order where others see confusion
- Flexibility with growing and changing program needs-- a willingness and openness for development and process improvement
- Detail oriented, able to build processes and systems
- Ability to multitask, organize, discern, and problem solve creatively so that problems remain solved
- Ability to respond to crisis and/or escalated behavior with calm and confidence utilizing prevention and de-escalation tactics to avoid violence or behavior problems, and follow the escalation protocol in the event of problem behavior
- Ability to teach necessary skills without enabling clients while empowering clients to gain independence and sustainability

Requirements and Qualifications

- Minimum of Bachelor's degree, preference in human services, education, counseling or psychology
- 1 or more year experience working with a vulnerable population
- 1 or more years of experience in training, mentoring or teaching
- Experience working for a non-profit/Christian ministry is preferred