



Haven Helper

Haven Helper Opportunity: Haven Helper, Tutor

Department: Rescue Mission, Men's Training Center, Women's Ministry

Reports directly to: Program Director

Classification: Haven Helper – non-compensated helper opportunity, part time, 1-3 shifts per week (approximately 25 hours per week)

Haven Helper Opportunity Summary: The purpose of the Haven Helper is to guide clients to improve their academic performance through extended lessons, creative teaching, and interactive materials. The tutor will work one-on-one or with a small group of clients and document their progress to discuss with the House Manager and/or Program Director.

The Haven of Rest Ministries is a Christian Ministry in Anderson County, SC. This nonprofit ministry is impacting our community in many positive ways and provides various Haven Helper opportunities in which to serve. We are seeking like-minded individuals with strong Christian values and lifestyle to join in our Haven Helper Team. The ideal candidate will be a flexible individual, who wants to make a difference and values life restoration over material rewards.

Religious Qualifications: Haven of Rest Ministries reserves the right under the Federal Law to hire individuals who share the Christian Faith and the ministries doctrinal beliefs.

Job qualifications are listed in each specific job description. The following personal requirements, however, are common to all positions at The Haven. We desire our ministry team to lead a careful, exemplary Christian lifestyle that is "above reproach" so that:

- Unbelievers will see, hear and respond positively to our leadership as we direct them toward the grace of Jesus Christ, and
- Believers will be encouraged, strengthened and desirous of emulating the godly character qualities they see in us.

As a valued employee of the Haven of Rest Ministries, Inc. it is a necessity that he or she:

- Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct.
- Be a member in good standing of a recognized evangelical church.

- Have a genuine concern for the salvation of the souls and the spiritual welfare of Ministries' clients.
- Agree with the Doctrinal Statement of the Haven of Rest Ministries, Inc.
- Abstain from the use of illegal drugs and the abuse of alcoholic beverages, prescription and non-prescription drugs.
- Have a lifestyle that is free of sexual sin (to include pornographic materials, homosexuality, adultery, premarital sex, and fornication, etc.).
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area.
- Have the ability to work in harmony with other Haven of Rest Ministries valued employees.

In areas of Christian liberty, we ask you to exercise discretion with the focus of being a positive, godly role model in our community. Our message is Christ, the cross and what is clear in scripture.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

Knowledge, Skills and Personal Characteristics:

- Exhibit the fruits of the Spirit when dealing with the clients (Gal. 5:22-23)
- An ability to encourage and discern needs. (Acts 4:36)
- Must be able to love and respect the clients that we serve.
- Should have a servant's heart (Philippians 2:1-11)
- Have the ability to help by saying no when necessary.
- Must be able to pass background check and mandatory drug screening
- Able to serve as a positive role model and mentor
- Excellent verbal and written communication skills
- Understanding of subject matter relevant to clients' need
- Strong computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Strong organizational skills
- Efficient time management
- Able to take on many tasks at once and prioritize them by importance and relevance
- Creative and able to foster a fun learning environment
- Able to work a variety of hours which may include nights, and weekends, according to the client's availability schedule

Essential Duties and Responsibilities:

- Utilize materials pertaining to subject matter
- Set lesson goals and milestones
- Collaborate with House Manager and/or Program Director to evaluate client needs
- Prepare for lessons by gathering materials or setting up equipment
- Create lessons to reiterate what the client is learning
- Plan creative learning activities
- Adjust lessons to advance skills beyond the general coursework level
- Provide encouragement and positive motivation
- Pay extra attention to problems and subjects the client struggles with
- Review clients' work and homework
- Assist client in completing work
- Prepare materials specific to upcoming tests
- Review test material and quiz the client
- Teach new skills using technology
- Document progress to discuss with the House Parent and/or Program Director

Haven Helper Requirements and Qualifications

- High school degree or equivalent; Associate's degree, or two (2) years or more of full-time college coursework equivalent or bachelor's degree a plus
- Proven experience working with Adult Learners