

Job Description

TITLE: *Wheels for the World*, Wheelchair Restoration Center Supervisor

QUALIFICATIONS: Ability to organize, motivate and manage people in a prison environment. Must possess excellent problem solving, mechanical, communication and people skills. Must be self-motivated and able to pass various stringent state Department of Corrections' or Federal Bureau of Prisons' background checks and inmate management training.

RESPONSIBILITIES:

Supervise all aspects of the operation of the *Wheels for the World* Restoration Center. Represent **Joni and Friends**, *Wheels for the World*, with the highest possible integrity through interaction with a state's Department of Corrections or the Federal Bureau of Prisons, ministry partners and outside vendors. Support the overall objectives of **Joni and Friends**, *Wheels for the World*, which includes the following tasks:

1. Train and schedule inmates.
2. Supervise all aspects of wheelchair restoration.
3. Maintain inventory, order parts and materials needed to restore wheelchairs and other rehabilitation equipment.
4. Recognize and initiate solutions to routine challenges involving receipt of trucked materials, outgoing shipping deadlines, prison lock-downs, broken equipment, limited resources, interactions with DOC or BOP employees, inmate evaluation and supervision.
5. Positively motivate inmate employees within DOC or BOP parameters to ensure that quality and quantity standards are met.
6. Be available to share the Gospel, when requested by an inmate, or provide someone else (Chaplain) who can do so.
7. Network with State or Federal agencies for the purpose of securing donated parts and transportation.
8. Submit monthly activity reports to *Wheels for the World* Manager.