

## ReStart Program Job Description

Orphans Treasure Box has created part-time positions for those who are in need of a second chance. It is called the ReStart Program. Part-time positions have been created specifically for single parents dealing with homelessness and/or extreme poverty. This directly connects to Orphan Treasure Box's mission of sharing the love and hope of Christ with orphans and vulnerable kids. By helping parents, we are helping kids.

The ReStart Program is designed for single parents who are connected to charitable organizations that are dedicated to helping those without permanent housing. Each ReStart employee must have a sponsoring organization, as well as a case manager from within that organization who is willing to sponsor them for the duration of their employment. The case manager must fill out a separate ReStart agreement form.

The ReStart program is a one year program. During employment, the employee is expected to take steps to secure permanent housing, long-term employment, and/or further their education. The goal of the ReStart Program is provide a supportive work environment that provides the skills and encouragement necessary for employees to work toward independence.

To apply, turn in a completed ReStart application to 826 Pioneer Drive in Champaign. Applications can also be emailed to [contact@orphanstreasurebox.org](mailto:contact@orphanstreasurebox.org).

Status: Part-time (10 to 20 hours per week)

Hourly Rate: \$8.50 - \$10.00

### Essential Duties:

- Adding books to online inventory
- Assisting in the shipping process
- Other duties as required

### Requirements:

- Willingness to learn new skills
- Ability to follow directions
- Organization
- Ability to lift, push, pull up to 50 lbs
- Ability to climb a 5' ladder
- Basic reading comprehension