

JOB DESCRIPTION

Center Director

Objective: As an ambassador of Jesus Christ, the Center Director has the responsibility for the day-to-day operation of the pregnancy center. This includes the training and management of all volunteers and the implementation of necessary programs to meet client needs.

Reports to: Executive Director

Supervises: Volunteers and staff in your center

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith and policies of the organization.
4. Have a bachelor's or master's degree, preferably in a helping field, or related experience equivalent.
5. Have one year of experience as a volunteer in some ministry capacity.
6. Have two years of experience in a helping profession in a position requiring management experience or equivalent.
7. Exhibit skill in interpersonal communication, public speaking, and problem solving.
8. Be able to provide spiritual leadership, discipleship, and support to volunteers.
9. Be able to carry out responsibilities with little or no supervision.
10. Preferably speaks Spanish or Portuguese fluently

Essential Functions:

- I. Administration
 1. Make prayer an integral part of the day-to-day operation of the pregnancy center
 2. Formulate and revise operational policies and procedures necessary for the consistent operation, with Executive Director approval
 3. Handle routine business calls that don't require Executive Director Assistance
 4. Interact with Executive Director to relate patient/client or staff needs, progress of center, problems, goal-setting and implementation
 5. Provide monthly and year-end client statistical reports to the Executive Director
 6. Oversee the data entry of patient/client information
 7. Address volunteer issues when they arise accordingly

8. Conduct written and oral evaluations of the staff on a yearly basis, with the ED
 9. Coordinate an annual appreciation event for staff and volunteers with the Executive Director
 10. Submit patients/client stories to Executive Director when requested
- II. Public Relations
1. Participate in fundraising events, as requested by Executive Director
 2. Initiating creating fundraisers
 3. Participate in meetings with other organizations related to the needs of patients/clients, as requested by the Executive Director
- III. Patient/Client Services
1. Oversee client programs and support services offered by the center
 2. Provide peer counseling and services for clients when staff or volunteers are not available
 3. On call Google Voice coverage rotating weekends and evenings
- IV. Training
1. Assist in conducting volunteer training seminars
 2. Assist in recruiting, selecting, and interviewing possible volunteers for the ministry
 3. Provide necessary supervision of the in-service training program as set forth in the policies and procedures manual
 4. Coordinate and assist in arranging and teaching volunteer in-service meetings

The Center Director receives an annual evaluation by the Executive Director and submits to an annual peer review.



Contact Executive Director, Adrienne Greto, to get more information about the position at adrienne@hopelineprc.org

