



Men's Services Coordinator

JOB DESCRIPTION

Department: Client Services

Reports to: Men's Services Director

FLSA Classification: Non-exempt

Status: Part-Time

Hours: 24 hours/week to include Thursday Evenings

Position Summary

The Men's Services Coordinator supports the Men's Services Director in the overall function of Choices' men's services, including meeting with men facing pregnancy situations, teaching fatherhood related classes, and assisting in the training of the male volunteers.

Supervisor

The Men's Services Coordinator reports to the Men's Services Director. There will be a yearly written and oral evaluation as well as regular one-on-one meetings with the Men's Services Director.

Supervises

The Men's Services Coordinator supervises Male Volunteers in the absence of the Men's Services Director.

Qualifications

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior and is accountable to a local Bible-believing church.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Be able to respect and keep information confidential.
6. Be dependable, punctual, and committed to the ministry of Choices.
7. Passion and heart to reach out to expectant fathers and other men.
8. Ability to effectively share the gospel.

9. Proven lay counseling capabilities and excellent interpersonal communication skills.
10. A self-starter with initiative as well as ability to exercise wisdom in the conduct of duties and responsibilities.
11. Teachable spirit and functions well in team environment.
12. Good communication skills, written and verbal.
13. Ability to interview, assess placement of, and train men's services volunteers.
14. Proficient computer skills, including ability to adapt to new software programs and systems.
15. Flexibility in scheduling for Men's Services Director's time off, occasional evening appointments or workshops, along with flexibility for unanticipated or unusual situations.

Responsibilities

Men's Services – Operations:

1. Maintain a presence at Choices to make connections with male visitors who walk through our doors, providing support and education.
2. Teach fatherhood related classes for individuals, couples, and groups.
3. As requested, lead Men's post abortion groups.
4. Schedule appointments.
5. Enter Client charts as needed.
6. Complete assigned follow ups.
7. Monitor/Answer text request.
8. Assist in the recruitment of new volunteers.
9. Participate and assist in the training of new volunteers and ongoing training for existing volunteers.
10. Participate in brainstorming of yearly goals and direction for the Men's Services.
11. Help execute department goals/philosophies as set by Executive Director and Client Services Director.
12. Provide good client content (client stories, requests, stats, quotes, comments); help brainstorm content needed for direct appeals, and newsletters.
13. Complete other administrative tasks as requested.

Community Relations:

1. Develop relationships within the community by networking with churches and other organizations for volunteer recruitment, opportunity to share the mission of Choices and to establish partnerships and referrals.
2. Speak on behalf of Choices at churches and community events as requested

General Staff Duties

As requested by your supervisor or Executive Director

1. Participate in new volunteer training.

2. Attend all prayer times and staff meetings.
3. Attend on-going volunteer training as requested.
4. Attend conferences and trainings, including the annual 3-5 day pregnancy center conference.
5. Attend all Choices events (SOHLS, family event, banquet, etc.) and other events as needed.
6. Participate in representation to churches and organizations.
7. Commit to be an active learner, staying educated about life issues.

Last Modified 6/1/2021