



Director of Family and Community Services

Objectives of the position: The Director of Family and Community Services is responsible for recruiting, training, and evaluating all volunteers. In addition, this position will develop and implement educational programs and services that will seek to meet the local community's need for prenatal and parenting education.

The following job description is intended to provide guidance for the position of Director of Family and Community Services; it is not intended to be an exhaustive listing of duties and may include other duties as necessary for the good order of the Center and/or as assigned by the President of the Board of Directors or Executive Director.

Reports to: Executive Director

Supervises: All volunteers

Status: Full-time/part-time hourly as set by the employee and Executive Director. Some weekends and after-hours will be expected. Anticipate 25-30 hours weekly at current client load.

Range: \$25-27 per hour. 6-month evaluation of the position, with the possibility of increasing hourly rate based on work performance

Qualifications/Requirements:

- Be a committed Christian demonstrating a personal relationship with Jesus Christ as Savior and Lord.
- Exhibits strong commitment and dedication to the pro-life position.
- Agrees with and is willing to uphold the BPRC's Principles, Statement of Faith, and policies & procedures.
- Minimum of two years of experience in education (teaching, facilitating, developing an educational curriculum).
- Minimum one year's experience with pregnancy centers.
- Minimum one year's experience in training volunteers.
- Exhibits strong skills in interpersonal communication, public speaking, and writing.
- Be able to provide spiritual leadership, discipleship, encouragement, and direction for volunteers.
- Be able to implement strategic plans and goals for the center, as agreed upon with the ED.
- Be able to carry out responsibilities with little or no supervision.

Essential Functions:

I. Administration

- Provide managerial support, direction, supervision, and training to the Center volunteers.
- Strives to achieve diversity in volunteers while ensuring the best-qualified candidates are engaged in serving the center.

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- Participate in developing the BPRC's strategic plan.
- Oversees the compilation of statistical reports, accurate record keeping, and monthly reporting to the Executive Director.
- Clear ability to schedule volunteers as needed.
- Assists in coordinating a yearly calendar for the ministry and implementation of special events, including recruiting volunteers to assist in special events.
- Ensures that all center policies are carried out and reviewed with all volunteers.
- Conducts regularly scheduled meetings and trainings with volunteers as needed.
- Develop a volunteer in-house reward and recognition program.
- Responsible for working with the ED and Administrative Staff on implementing the Texas Pregnancy Care Network Program (TPCN).
- As needed, work directly with clients in BPRC programs and services. This may include facilitating classes or coaching sessions with clients.
- Provide support to Administrative staff by answering phones as needed (including Google text or emails).

II. Family Services

- Assist in developing educational/parenting classes offered through the Center services
- Coordinate with ED to provide trained volunteers to facilitate educational/parenting classes offered through the Center. Work in conjunction with the Center Administrative Assistant with class registration and promotion of classes.
- Work in conjunction with the sonogram staff (medical) to provide support by providing trained volunteers to help with intake/post sonogram scan of pregnant clients.

II. Training

- Develop volunteer in-service training to be held twice a year.
- Hold quarterly volunteer staff meetings and training and ensure that policies and procedures are followed.
- Ensures that TPCN policies and procedures are thoroughly understood and followed by all staff and volunteers.

IV. Community Services

- Educates the local community, including churches, pastors, community groups, and the professional community, about the pregnancy center ministry with the goal of obtaining support and involvement with the ministry.
- Develops and maintains ongoing relationships with pastors and churches in the community as a network for prayer, financial, and volunteer support.
- Develops and maintains relationships with other ministries/organizations that meet client needs.
- Represents the ministry and services of the pregnancy center to the community.
- Working in conjunction with the ED, developing a men's parenting program.
- Working in conjunction with the ED, developing an abstinence sex education program to be used in local youth groups