

Job summary: Center Coordinator

The Center Coordinator is a part-time, paid position. In collaboration with the Executive Director/Board of Directors, coordinates monthly assignment of all volunteers and reports to the Executive Director/Board of Directors regarding all client matters, duties and responsibilities of the position. The Center Coordinator should possess strong communication and interpersonal skills and possess the ability to delegate effectively, to work independently and to act as a team leader. Strong organizational skills and advanced computer knowledge are vital. The hours of work for the Center Coordinator are determined by the Board of Directors and must meet the needs of the ministry during the scheduled hours of operation. Job performance is subject to annual review based on this job description.

Summary of essential job functions

1. Administration

- a. The duties include but are not limited to Administration and Supervision of the following volunteer matters in cooperation with the Executive Director/Board of Directors
- b. Serve in the role as receptionist unless a volunteer is available
- c. Maintain the volunteer list and contact database
- d. Perform duties as secretary to Executive Director/Board of Directors
- e. Make initial contact with potential volunteers, giving them brief, basic information about the ministry and providing them with volunteer packets
- f. Recruit and train volunteers. oversee the scheduling of all volunteers and delegate duties to volunteers
- g. Send all thank you notes
- h. Schedule client visits – with pre-follow-up
- i. Record all Care-Net Stats by entering client data in computer
- j. Schedule the newsletter processing team and call for the volunteers as needed for all mailings
- k. Work with parenting class facilitator to schedule parenting classes and market to the public
- k. Assist the office staff with ministry projects as needed to maintain a smooth flow of ministry operations.
- l. Counsel clients as needed (typically the new client intakes)
- m. Screen potential clients for inclusion into our program as delineated in our Client Support Services Policy and Procedures document
- n. Maintain the supply of educational, counselor and client resource materials; consulting with the Executive Director/Board of Directors when any purchases are necessary
- o. Suggest changes in policies, procedures and guidelines relating to client services and volunteer services
- p. Record all physical donations to CPC's ministry and maintain the thank you cards to the donors
- q. Maintain the housekeeping supplies and let ED/BoD know when we need to replenish supplies. i.e. paper towels, toilet paper, napkins, etc.
- r. Trash gathering is done when trash is scheduled for pick up
- s. Cleaning facility as needed
- t. Maintain the resource book for client recommendations
- u. Any other task as needed to maintain a smooth flow of ministry operations to include fundraising activities as necessary

2. Training

- a. Oversee any receptionist training and performance.
- b. Assist in conducting volunteer training seminar
- c. Conduct and supervise the orientation of new volunteers in the center

3. Public Relations

- a. Develop and maintain strong working relationships with key contacts within the community; this includes businesses, churches, civic groups, chambers of commerce and schools
- b. Represent the agency in civic organizations and other public forums to enhance development efforts of the pregnancy center.

Minimum requirements

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 Sanctity of Human Life and sexual purity
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and the policies of the center
4. Complete receptionist training and required Care Net training
5. One year of experience as a volunteer in some ministry capacity is preferred
6. Have a friendly, clearly understood speaking voice
7. Be able to provide spiritual leadership, discipleship, and support to volunteers
8. Be able to carry out responsibilities with little or no supervision
9. Be able to respect and keep information confidential
10. Be dependable and committed to the pregnancy center ministry
11. Skilled in using computer, MS Office, Quickbooks, Database Management
12. Community-minded and resourceful
13. Background check required

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.