

Job Description

Center Director

Objectives of the Position: The Center Director has the responsibility for the day-to-day operation and maintenance of the pregnancy care center facility. This includes the daily training, supervision and management of all volunteers/staff and the implementation of necessary programs to meet client needs as approved by the Program Director and oversight of the daily upkeep and functioning of the building and equipment.

Reports to: Program Director.

Supervises: All volunteers and staff at the center except medical volunteers and staff.

Qualifications: Applicant should:

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.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the center.
4. Have a bachelor's or master's degree, preferably in a helping field, or equivalent related experience.
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 the volunteers/staff.
9. Be able to carry out responsibilities with little or no supervision.

Major Responsibilities:

Administration:

1. To make prayer an integral part of the day-to-day operation of the center.
2. Be responsible for the daily operation, supervision and maintenance of the center.
3. Recommend operational policies and procedures necessary for consistent operation with Program Director approval.
4. Review client files, consultant's summaries, and offer suggestions and encouragement to volunteers/staff.
5. Oversee record-keeping and effective follow-up of clients by volunteers.
6. Assist with collaborative preparation of the quarterly volunteer newsletter.
7. Oversee scheduling of all volunteers.
8. Interact with Program Director, Executive Director, Administrative Operations Manager, or Business Manager to relate client or staff needs, progress of center, problems, and goal setting and implementation at monthly staff meetings and bi-monthly Center Director meetings.

9. Provide a monthly client story for board meetings to the Executive Director and Community Engagement Director.

Public Relations:

1. Maintain a working relationship with agencies, physicians, churches, and organizations that refer clients or accept referrals from HPC.
2. Represent HPC to pastors and churches regarding support ministries and volunteer matters as requested by the Executive Director.
3. Participate in fund-raising events as requested by the Executive Director.

Client Services:

1. Oversee consultants/staff and all other services provided for clients.
2. Provide options consulting and services for clients when volunteers/staff are not available.
3. Provide updated information on referral resources to the Program Director as you become aware of it for volunteer and client use.
4. Suggest, evaluate, and maintain needed educational materials and resources for client use.
5. Assist Program Director in the development of and oversee client support services offered by the ministry.

Training:

1. Recruit, develop, and nurture volunteers/staff to assist in operational procedures.
2. Assist in conducting “Volunteer Training Seminars”.
3. Assist in recruiting, selecting, and interviewing possible volunteers/staff or ministry.
4. Assist with necessary in-service training program as set forth in the policies and procedures manual.
5. Provide latest up to date news and progress of the prolife movement to volunteers/staff with a reading file.

Supervision/Evaluation:

1. Access and evaluate volunteer/staff performance and facilitate yearly evaluations of volunteers.
2. Be available to volunteers/staff for information, questions, and assistance.
3. Assess ongoing performance of volunteers/staff and follow biblical principles for confrontation when the need arises.

The Center Director will be evaluated on a yearly basis by the Program Director in both written and oral form.