



Parenting Programs Coordinator Position Description

Objectives: Provide a safe and positive environment in which clients can learn about parenting and health issues, receive support and friendship through an on-going relationship, and encouragement to grow through accountability and personal responsibility.

Reports to: Chief Operating Officer (COO) and President/Chief Executive Officer (CEO)

Supervises: Volunteer Parenting Coaches and Joyful Beginning Volunteers

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 Faith, Statement of Principle, and policies of Life Choices of Central Michigan (LCCM).
4. Have a bachelor'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. Exhibit skill in interpersonal communication, public speaking, and problem solving.
7. Exhibit proficiency of basic computer skills including the usage of Microsoft Publisher, Word, and Excel.
8. Be dependable, stable, and capable of following through on commitments.
9. Understand basic interpersonal dynamics.
10. Be able to identify and adjust to a client's pace of progress and growth.
11. Be able to provide spiritual leadership, discipleship, encouragement, and direction for the parenting volunteers.
12. Encourage and support a teamwork environment and willingness to participate in all fundraisers.
13. Be able to carry out responsibilities with little or no supervision.

Major Responsibilities:

I. Administration:

1. Oversee communication of center policies and procedures to volunteer parenting coaches necessary for consistent operation of LCCM.
2. Review files of clients in Parenting Programs.
3. Interact with CEO and COO and the Director of Client Services to relate client and program needs, progress of LCCM, problems, goal setting, and implementation.
4. Co-lead with the Director of Client Services the annual Christmas Cookie Fundraiser.
5. Email weekly update reports to CEO and COO.
6. Prepare monthly board reports for board meetings and email to CEO and COO.
7. Be flexible to work extra hours during fundraising and other Life Choices events as requested by CEO and COO.
8. Be willing to cross-train with the administrative assistant position.



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II. Client Services:

1. Interview potential Parenting Program clients and process applications in a timely manner.
2. Schedule clients with Volunteer Parenting Coaches in a timely manner.
3. Evaluate, select, and maintain needed educational materials and resources for client use with professional assistance when necessary with approval from CEO and COO.
4. Oversee Parenting Programs and update program material as needed with approval from CEO and COO.
5. Contact all clients regarding appointments, special events, missed appointments, rescheduling or discerning if an absent client may return to the program.
6. Correspond with court system and other agencies when requested by the court system or agency with permission from the client when necessary.
7. Oversee operation of Joyful Beginnings store:
 - a. Staffing of Volunteers
 - b. Maintain sufficient supplies of the basic necessities
8. Be available to be a witness during an ultrasound.

III. Supervision/Evaluation:

1. Allow Parenting Coach trainees to shadow during *Earn While You Learn* sessions.
2. Evaluate the preparedness of a volunteer to become a Parenting Coach.
3. Directly supervise and conduct yearly evaluations for Volunteer Parenting Coaches and Joyful Beginnings Volunteers.
4. Provide availability to Volunteer Parenting Coaches and Joyful Beginning Volunteers for information, questions, and assistance.
5. Offer constructive feedback and assess ongoing performance of Volunteer Parenting Coaches through bi-annual meetings.

IV. Public Relations:

1. Maintain and create working relationship with agencies, physicians, churches, and organizations that refer clients or accept referrals from LCCM.
2. Receive donations for the Joyful Beginnings Baby Boutique.
3. Write thank-you notes for gift-in-kind and/or monetary donations.

The Parenting Programs Coordinator shall receive a yearly written and oral evaluation by the COO or CEO.

The above describes the general nature of the job and is not an exhaustive list of all requirements, responsibilities and duties of this job.

I have received a copy of this job description. I understand, affirm and subscribe to the requirements, responsibilities and duties of this job.



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Employee Signature: _____

Date: _____

Revised August 7, 2017