

Job Description

Miami Valley Women's Center Director – Kettering Site

Objectives of the Position: The primary purpose of the Center Director is to oversee the day-to-day operations of the Kettering site. The position includes training and management of all volunteers, designated staff and implementation of necessary services to meet client needs.

Reports to: Director of Operations/Executive Director

Supervises: Kettering Volunteers, 3 Staff Assistants and Resource Coordinator

Hours: **Kettering Center Hours:** Monday/11am-8pm; Tuesday/10am-8pm; Wednesday – Friday/9am-3pm
Director Hours: 40 hours per week/Monday-Friday

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, General MVWC Policies, and sign the Policy of Conduct
4. Be able to respect and keep information confidential
5. Complete the volunteer training and position orientation
6. Exhibit skill in interpersonal communication, public speaking and problem solving
7. Preference given to experience in public speaking and non-profit ministry
8. Be able to provide spiritual leadership, discipleship and support to volunteers
9. Be able to carry out responsibilities with little or no supervision
10. Maintain a spirit of cooperation and servanthood
11. LEADERSHIP: Preferably has 3 years of leadership/management experience
12. EDUCATION: Preference given to Bachelor's degree in management, ministry, education, nursing, or a related field

Overview of Administrative Responsibilities:

1. Ensure that prayer is an integral part of the day-to-day operation of the pregnancy center site
2. Work with the Director of Operations & Executive Director to produce objectives to accomplish the ministry goals of the organization
3. Provide managerial direction for all volunteers and staff in their area
4. Ensure that policies and procedures are instituted and followed to provide quality service to clients
5. Interact with Director of Operations and Executive Director to relate client or staff needs, progress of center, problems, goal-setting and implementation, which includes annual Strategic Planning
6. Oversee the management of file systems, inventories, and other operations
7. Recruit help for and cleaning of the facility to ensure that the cleanliness and welcoming appearance of the site is maintained
8. Attend monthly Staff meetings (2nd Thursday/month) and Center Director meetings (1st Wednesday/month)
9. Provide monthly Board (by the 10th of each month) and year-end client statistical reports for Kettering site
10. Oversee the data entry of client information
11. Conduct written and oral evaluations of Staff Assistants, Resource Coordinator & female volunteers on a yearly basis
12. Coordinate an annual appreciation event for volunteers with the Volunteer Coordinator
13. Working with the ED/Director of Operations and Director of Client Support Services, select and maintain educational materials and resources needed for both Intake and Follow-up client use (video, brochures, literature, etc.).
14. Maintain up-to-date community referrals and resources for use with client needs

15. Inform the Director of Operations and Executive Director of any problems that could impact the organization as a whole, internally or publicly
16. Oversee referring process to area agencies in conjunction with the Director of Operations/ED
17. Working together with the Clinic Director, ensure current and appropriate certification and current licensure of nursing staff and nursing volunteers
18. Site Coordinator on the day of the Walk 4 Life

Volunteer Relations:

1. Facilitate prospective volunteers – working with the Volunteer Coordinator, specific duties include:
 - a. Plan and carry out sufficient volunteer recruitment to manage projected client load and services
 - b. Recruit prospective volunteers from churches and the community as opportunities arise
 - c. Make initial contact with individuals interested in volunteering
 - d. Interview all prospective volunteers (with Volunteer Coordinator)
2. Instruct and oversee office volunteers, and nurses regarding professional telephone manners, scheduling of appointments, reception of clients, intake, follow-up, accurate record keeping and adherence to the MVWC policies and procedures
3. Prepare and post monthly schedules for all nurses, support people and volunteers. Be responsible for insuring adequate coverage for client services with appropriate staff and volunteers on all shifts. Write appointment times available in eKyros for clients according to the number of volunteers or staff available to assist
4. Oversee volunteer record keeping and effective client follow-up
5. Periodically review client files and volunteer summaries to offer suggestions and encouragement to volunteer staff
6. Ensure completeness and accuracy of records for clients
7. Provide intake for clients and nursing services (if applicable) as a back up to volunteers
8. Plan and facilitate meaningful and helpful quarterly In-service meetings in conjunction with the DO/ED, Volunteer Coordinator, and other Center Directors
9. Provide volunteer and client-related information for the newsletter

Public Relations:

1. Working in conjunction with the Development Department, educate the local professional and non-professional community, churches, pastors, and community groups about the center ministry and the sanctity of human life with the goal of obtaining support and involvement
2. Represent the MVWC to pastors, churches, organizations, and community through correspondence, meetings, and speaking engagements as requested by the Executive Director or Director of Development
3. Participate in fundraising events, as requested by the Executive Director or Director of Development

The Kettering Center Director shall receive at least one yearly written and oral evaluation by the Director of Operations or Executive Director.

Last Modified: September/2018

Prepared By: Tiffany Seifman/Executive Director

Approved By: Tiffany Seifman/Executive Director

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at the Miami Valley Women's Center (MVWC). A copy of the Job Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at the MVWC.
2. It does not constitute an employment contract with the MVWC.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of MVWC.

I understand and agree that my employment with the Miami Valley Women's Center is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee's Personnel File

Copy: To Employee

Copy: Position Descriptions File