

Job Description
Miami Valley Women's Center
STARS Coordinator

Objective of the Position: *STARS* (Self Respect, Truth, Accountability, Responsibility, Success) is an after school group mentoring program to promote abstinence, character development, and healthy relationships at middle schools in Xenia and Cedarville. The *STARS* Coordinator leads volunteers, providing curriculum and comprehensive training.

Reports to: Abstinence Education Director

Supervises: Cedarville students - volunteer leaders

Status: 20 hours per week/10 months (August – May)

Office: Xenia

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 Staff/Volunteer training and position orientation
6. Exhibit skill in interpersonal communication, public speaking, and problem solving
7. Be able to provide leadership, discipleship and support to the volunteers
8. Preference given to experience in classroom teaching and/or teaching youth
9. Be able to carry out responsibilities with little or no supervision
10. Have a driver's license and a good driving record

Major Responsibilities:

1. Maintain *STARS* program, materials and activities
 - a. Oversee day-to-day operations of the program and lead program daily
 - b. Recruit and train volunteers
 - c. Make weekly contact with the volunteer leaders of each school
 - d. Maintain a rapport with local school administrators and Cedarville University
 - e. Ensure proper paperwork is completed (permission slips, attendance sheets, etc.)
2. Submit Board Report by the 10th of each month including at least one client/program testimony
3. Oversee/coordinate training and/or social events with students and volunteers
4. Attend monthly Staff meetings
5. Update curriculum as needed
6. Appeal for in-kind donations
7. Meet regularly with Abstinence Education Team, consisting of Coordinators and Director, for updates and planning
8. Hold regular office hours

The *STARS* Coordinator shall receive at least one annual evaluation by the Abstinence Education Director.

Revised July/2018