

Job Description
Miami Valley Women's Center
***Worth Waiting For* (WWF) Assistant**

Objective of the Position: *With the Abstinence Education Director*, the assistant will co-present middle and high school health class presentations; schedule ongoing presentations with public and private schools; keep accurate records; and build and maintain relationships with school administrators, teachers, and counselors.

Reports to: Abstinence Education Director

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

Office: Xenia Center

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 maintain flexible hours to accommodate school and/or youth presentations
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. Assist in maintaining WWF program, materials and activities including:
 - a. Help create/update 50-minute presentations
 - b. Attend all WWF presentations and co-present material
 - c. Contact schools to schedule and confirm presentation dates, times, locations, and pertinent information before the presentation
 - d. Assist Director in writing board reports and keeping statistics
 - e. Assimilate, read, and record survey information
 - f. Prep resources for school presentations and map routes to/from schools
2. Assist Director in organizing end-of-year appreciation gifts for teachers or administrators
3. Attend monthly Staff meetings and Abstinence Education Team Meetings
4. Hold at least one office day for planning and performances, preferably same day as Director

The *Worth Waiting For* Assistant shall receive at least one annual evaluation by the Abstinence Education Director.