

## **Miami Valley Women's Center - Job Description**

**Job Title:**        **Group Coordinator**                      **Department:**    **Student Outreach**  
**Reports to:**    **Student Outreach Director**              **Location:**       **Xenia Center**  
  
**Status:**           **Part-Time**  
                         **20 hours per week/10 months (August – May)**

### **Miami Valley Women's Center Core Beliefs:**

- We are a Christian organization
- Our primary purpose is to protect unborn life
- We believe in the sanctity of marriage between one man and one woman
- We promote abstinence before marriage and fidelity within marriage

### **Job Summary:**

Oversee GIFT mentoring program and coordinate supplies and scheduling for Student Outreach groups (GIFT, TEAM, and STARS). *GIFT* (Giving Insight, Friendship, and Truth) is an in-school small group mentoring program to help teen girls realize how decisions they make today can affect their future in positive and negative ways; and offer practical, relevant guidance on healthy choices.

### **Supervisory Responsibilities:**

Volunteer GIFT leaders

### **Qualifications:**

Applicant should:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, General MVWC Policies, and sign the Policy of Conduct

### **Duties/Responsibilities:**

- Maintain GIFT program, materials and activities
- Oversee day-to-day operations of GIFT program and lead GIFT groups as needed
- Train volunteers to work with the groups
- Make regular contact with the volunteer leaders of each group
- Maintain a rapport with and keep good communication with all school contacts for groups
- Help revise and update curriculum as needed
- Be the main contact between schools and the Center in regards to groups (GIFT, TEAM, STARS)
- Attend monthly staff meetings
- Meet regularly with Student Outreach Team, for updates and planning
- Hold regular office hours

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Have a driver's license and a good driving record.
- Be able to respect and keep information confidential
- Complete Staff/Volunteer training and position orientation
- Exhibit skill in interpersonal communication, public speaking, problem solving, and organization
- Be able to provide leadership, discipleship and support to the volunteers
- Be able to carry out responsibilities with little or no supervision
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

- High school diploma or equivalent.
- Preference given to experience in classroom teaching and/or teaching youth.

***The Group Coordinator shall receive at least one annual evaluation by the Student Outreach Director.***