



## **JOB DESCRIPTION**

### **Fatherhood Coordinator**

**Position Summary:** The Fatherhood Coordinator (FC) assists with strategic oversight and planning of the Fatherhood/Mentoring Program. The FC assists with all services to Fathers of the Baby (FOB) through the Life Services Clinic, including training of volunteers for the mentor program, collaboration with partner ministries as directed, and other duties that relate to the support of FOBs in our care. The FC operates within the Mission of Life Services, upholds its Statement of Faith, and meets or exceeds all applicable regulatory requirements.

**Reports to:** Program Manager and Program Director

**Status:** Part-time, non-exempt (20 hours per week).

**Compensation:** Benefits include paid disability insurance, paid PTO (see Employee Handbook); optional participation in employee health reimbursement program

#### **BASIC REQUIREMENTS** of all Life Services employees:

1. Demonstrate a firm commitment to Jesus Christ as Lord and Savior.
2. Cultivate intimacy with Jesus Christ through devotions, prayer and/or Bible study.
3. Demonstrate the ability to model the love of Jesus Christ to all clients, staff and ministry partners.
4. Champion the intrinsic value of every human life.
5. Maintain faithful attendance in a local church.
6. Be in full agreement with the LIFE SERVICES Mission Statement, Statements of Principle, Faith, Marriage, Gender & Sexuality.
7. Possess knowledge of Scripture, especially as it pertains to the sanctity of human life, forgiveness, and salvation.
8. Pursue competence & excellence in all areas of work life.
9. Be dependable, stable, and committed to respect confidentiality.
10. Be committed to building healthy and authentic relationships.
11. Serve with humility.
12. Attend Life Services current Orientations and applicable Trainings.
13. Attend Life Services staff meetings as deemed necessary by Executive Director.
14. Complete a criminal history check and check of central registry for child abuse.

#### **PRIMARY QUALIFICATIONS**

1. Bachelor's degree in theology, leadership, social work or equivalent field experience.
2. Minimum two years of experience as a leader of people within a church, ministry, or social services organization preferred.
3. Management capabilities, including effective problem solving and team building.

4. Excellent communication skills, verbal and written.
5. Ability to connect and work with high-risk clients.
6. Familiarity with issues pertaining to unplanned pregnancy and how to support those in crisis.
7. Good administrative skills, including ability to write policies and procedures under the direction of the PM.
8. Ability to teach and train staff and volunteers.
9. Experience working with social service agencies and churches.
10. Computer literacy, including use of Google suite applications or equivalent, Internet access and e-mail communication.
11. Possesses a current driver's license and automobile insurance, which includes medical and liability coverage.

**JOB DUTIES (Fatherhood Coordinator)**

1. In conjunction with the Program Manager, monitor and maintain intake process for all FOBs connected through the Life Services Clinic.
2. Develop and implement methods for recruiting, training, and coaching male mentors.
3. Match mentors with FOBs for mentoring relationships; ascertain if matches are working at regular intervals, and trouble shoot when necessary.
4. Provide input and ongoing development of Fatherhood/Mentoring curriculum for FOBs that addresses Godly manhood, effective parenting, relationship with the MOB (mother of the baby), healthy communication, biblical worldview, work ethic, spiritual formations, discipline, and any other associated needs of the FOB.
5. Maintain a collaborative relationship with other Fatherhood/Mentoring Programs in the area.
6. Cultivate partnerships with churches, non-profits, businesses, and corporations who can provide resources to FOBs for ongoing support &/or employment as directed.
7. Serve as a point of contact or spokesperson for Fatherhood Program as directed by the Program Resource Manager.

Employees Signature \_\_\_\_\_ date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ date \_\_\_\_\_