



JOB DESCRIPTION:

Program Coordinator: Men's Ministry

Position Summary: The Program Coordinator (PC) position provides oversight and planning within the mentor program. This includes training volunteers, building relationships, and program design and implementation for dads associated with the Life Services clinic. Additional duties include property upkeep, organizing service groups, and overall facility maintenance.

Reports to: Program Director (PD)

Employee Status: 35-40 hours/week. Will have some weekend and evening hours

Compensation: Rate of pay is TBD. Paid PTO (see Employee Handbook)

A. BASIC REQUIREMENTS of all Life Services employees:

1. Demonstrate a firm commitment to Jesus Christ as Lord and Savior.
2. Be committed to the pro-life perspective.
3. Be in full agreement with the LIFE SERVICES Mission Statement, Statements of Principle, and Statement of Faith, Statement of Marriage Gender Sexuality
4. Maintain faithful attendance in a local church.
5. Maintain personal relationship with Jesus Christ through devotions, prayer and/or Bible study
6. Be dependable, stable, and capable of following through on commitments.
7. Able to express a basic, Biblical understanding of human nature.
8. Demonstrate respect for all clients and residents at all times.
9. Possess knowledge of Scripture, especially as it pertains to the sanctity of human life, forgiveness, and salvation.
10. Be able to respect confidentiality.
11. Attend Life Services current Orientation and Training.
12. Attend Life Services staff meetings as deemed necessary by the Executive Director.
13. Complete a criminal history check and check of central registry for child abuse.



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14. Be capable of maintaining a neutral stance on the question of adoption vs. parenting the child.
15. Possesses a current driver's license and automobile insurance, which includes medical and liability coverage.

B. PRIMARY QUALIFICATIONS:

1. Excellent communication skills, verbal and written.
2. Answering and directing phone calls
3. Organizing and scheduling appointments
4. Scheduling meetings and taking detailed minutes
5. Writing and distributing email, correspondence, memos, letters, and forms
6. Ability to connect and work with high-risk clients.
7. Some familiarity with issues pertaining to how to support those in crisis.
8. A basic understanding of all Life Services Programs.
9. Experience working with social service agencies and churches in the community preferred.
10. Computer literacy, including use of Google Drive, Microsoft Office applications, Internet access, email communication, and familiarity with Canva.
11. Collaborate with the Development Department on brand integrity and logo as directed by the PD.
12. Effectively collaborate with other departments within the Life Services' ministry team.
13. Cultivate partnerships with churches and other organizations who can provide support or connections for the Life Services program through their resources as directed by the PD.
14. As part of the program team performs other duties as deemed necessary by PD.
15. Attend all Staff and Program team meetings.

Fatherhood and mentoring

1. In conjunction with the Program Lead Manager, monitor and maintain the intake process for all FOBs (Father of the Baby) connected through the



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Life Services Clinic. This would include visiting clients in the clinic, meeting with them on-site and off-site, and responding to all referrals as directed.

2. In conjunction with the Program Director and Program Lead Manager, develop and implement methods for recruiting, training, and coaching male mentors.
3. Match mentors with FOBs for mentoring relationships; this would include meeting with mentor and mentee to sign mentor commitment, 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 the Fatherhood/Mentoring Program as directed by the Program Director and Program Lead Manager.
8. Design and implement 3MG (third Monday Gathering) and mentor training. This will include evening hours.

Job Readiness - working start up in conjunction with the Program Director:

1. Develop program curriculum and schedule, including connections to the mentor program.
2. Create goals, objectives, outcomes, and a timeline for implementation.
3. Work with local stakeholders to create a funnel to move clients into jobs.
4. Locate and design on-site locations required
5. Secure volunteers to assist with the program



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6. Create a budget that includes all supplies, any set up costs, and employment hours needed
7. Work with the Development Department to secure grants and other funding sources.

Facilities

1. Garbage dumpsters - Put out on the curb every Thursday morning or evening. Return dumpsters to designated area.
2. Oversee landscaping needs year round. Including fall leaf clean up and removal.
3. Year-round maintenance of the outside sprinkler system. Including blowing out the lines prior to freeze and charging lines in the spring
4. Schedule annual gutter cleaning.
5. Arrange for annual or regular inspections as needed or required for compliance. Including but limited to water heaters, smoke alarms, fire extinguishers.
6. Provide point of contact for lawn care company, and snow removal company
7. Remove snow on walkways and roofs as needed. Apply de-ice or sand depending on conditions. Arrange for help as needed.
8. Provide leadership and oversight for scheduled Serve Days
9. Check all fire extinguishers, smoke detectors, carbon monoxide detectors, and pull stations annually.
10. Check annually and replace as needed batteries and lights in security lights and exit lights on all floors.
11. Change HVAC filters every other month
12. Maintain landscape and general facility work for the Life Services campus. This may include general yard work, seasonal clean up, basic repairs, preventative maintenance, and other duties as directed by the Program Director.
13. Take care of the maintenance requests



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Cleaning

1. weekly walk around outside the facility to pick up trash on the grounds
2. Sweep the entry ways and blow off the ramps
3. Wipe down doors that people enter the facility through
4. Clean building as directed
5. Regular checks in meeting rooms (trash, tables, chairs, floors, etc)
6. Clean public bathrooms weekly or as needed
7. Wipe down conference tables weekly
8. Check the flat roof regularly, keep the drains clean
9. Sweep staircases in the building

Employees Signature _____ date _____

Supervisor Signature _____ date _____