



Center Director Job Description

Reports to

Director of Centers

Basic Function

To carry out the policies and procedures of First Choice Women's Resource Centers in a manner of excellence and integrity. This will be accomplished by providing leadership and supervision of the day-to-day operation of the center.

Qualifications & Expectations

1. A committed Christian who has and demonstrates having a personal relationship with Jesus Christ as Savior and Lord. (John 3:16; Matthew 7:16&20)
2. A regular attender/member in good standing of a local, Bible-believing church. (Acts 2: 42-47; Hebrews 10:24-25)
3. Strong commitment and dedication to the sanctity of human life and sexual activity within the confines of marriage. (Genesis 1:27; Psalm 139:13-16; I Cor. 6:18-20)
4. Agreement with and willingness to uphold the Statements of Faith and Principle and policies of the center.
5. Skilled in interpersonal communication, public speaking, problem solving and trouble-shooting.
6. Able to provide spiritual leadership, discipleship and support to volunteers. (Titus 1:7-9; I Timothy 3:1-13)
7. Proficiency in Microsoft Office applications and basic computer operations.
8. Self-motivated, dependable and displaying strong follow-through with details and tasks.
9. Willingness to travel to another center location weekly for staff worship and meetings.
10. Willingness to provide coverage at another First Choice location, when necessary.
11. The ability to work one Saturday every quarter.

Responsibilities

I. Spiritual Leadership

- Set a Christ-like example within all First Choice activities.
- Ensure that prayer is an integral part of the day-to-day operation of the center.
- Establish programs ensuring that the center is an environment conducive to spiritual growth for all persons associated with it.

II. Community Outreach

- Plan and carry out sufficient volunteer recruitment to manage projected client load and services.
- Represent First Choice to pastors, churches, and organizations through correspondence, meetings, and speaking engagements as requested by the Executive Director.
- Develop and maintain an on-going relationship with pastors, churches, social-service organizations, schools, etc. in the community.
- Review and provide input to the Executive Director on the community outreach/public relations process.
- Represent First Choice in churches and at other community events.

III. Client Services

- Develop, improve and deliver all client services in a Christ-like manner (i.e. PACE, support services, parenting classes and referrals).

- Counsel clients when volunteers are not available or when more expertise is needed for a particular situation.
- Oversee counseling and all other local services provided for clients.
- Coordinate the Star of Bethlehem program.
- Provide feedback to the Director of Centers on the trends of client contact and outreach. Recommend ways to improve First Choices' ability to attract abortion-minded women in crisis pregnancies.
- Explore methods of delivering client services and reaching potential clients as efficiently as possible.

IV. Development

- Contribute to the fundraising strategy and participate in fundraising events as requested by the Executive Director.

V. Administration

- Coordinate staffing and scheduling of locally-provided services and volunteers.
- Implement a viable organizational structure that will utilize volunteers in meeting the goals and objectives of the center. This will include overseeing the screening, scheduling, and delegation of tasks to volunteers.
- Oversee record keeping and follow-up of clients by volunteers.
- Recommend advertising at the center level when appropriate. Ad layout and content must be approved by the Executive Director.
- Complete monthly dashboard for Director of Centers using statistical reports and implement procedures to correct any negative trends.
- Attend meetings scheduled or requested by the Director of Centers or Executive Director.
- Forecast budget needs for the specific center and plans for growth and new services with the Executive Director.
- Execute administrative procedures developed with the other directors.
- Produce monthly statistical reports to track effectiveness of programs and services and work with other directors to develop standard formats and reporting procedures.
- Order all literature/supplies for the center.
- Keep referral book up-to-date.
- Keep volunteer staff informed of new information and office policies and procedures.

VI. Training

- Oversee and/or deliver the in-house training for new volunteers.
- With the Director of Centers and other Center Directors:
 1. Participate in basic volunteer training seminar and deliver portions of it.
 2. Participate in advanced training seminars for current volunteers.
- Ensure that all center volunteers are properly trained.

VII. People Leadership

- Recruit, interview, develop, nurture, coach & supervise volunteers, ensuring complete and effective coverage for all hours and services provided.
- Assess and evaluate volunteer performance and conduct annual evaluations.
- Provide feedback to the Director of Centers on the efficiency and effectiveness of the training, recruiting and morale of volunteers.
- Follow Biblical principles for confrontation when the need arises.

VIII. Other responsibilities as requested.

I have read and understood the responsibilities expected in the above job description.

Employee Signature: _____

Date: _____