****

**Offsite Services Coordinator Position Description**

**Objective of the position:** The Offsite Services Coordinator has the responsibility of the client services that are provided at varying locations and community fairs. This is a permanent part-time paid position.

**Reports to:** Executive Director

**Supervises:** Offsite Volunteers

**Qualifications:**

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 and sexual purity

3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the center

4. Have a minimum of an Associate’s degree, preferably in a helping field, or related experience equivalent

5. Have one year of experience as a volunteer or employee in some ministry capacity

6. Have one year of experience in a helping profession in a position requiring client service experience or equivalent

7. Exhibit strong skills in interpersonal communication, public speaking, and problem solving

8. Be able to carry out responsibilities with little or no supervision.

**Essential Functions:**

**I. Administrative**

1. Provide monthly statistics on offsite client services along with a monthly Offsite Services Coordinator Report

2. Management and quality assurance of offsite client files (paper)

3. Maintain and update all forms for offsite client files

4. Maintain supplies used for Offsite Client Services

5. Set yearly goals and objectives with the Executive Director

6. Attend conferences, staff development, etc when necessary

7. Participate in all fundraising events

8. Register and prepare for community fairs as directed by the ED

9. Maintain communication and relationships with organizations for offsite client services and community fairs

**II. Client Services**

1. Provide peer counseling and services for offsite clients

2. Maintain needed educational materials and resources for offsite client use, with the help of the ED

3. Attend community events in promoting the center and client services

**III. Training**

1. Assist in training offsite volunteers

2. Assist in scheduling and coordinating volunteer in-service trainings, retreats, and staff development if needed by the Executive Director

**IV. Volunteers**

1. Plan daily activities for offsite volunteers

2. Remain in communication with offsite volunteers

3. Conduct annual volunteer evaluations with offsite volunteers

*Current Offsite Services:*

1. *Elmira High School, every Tuesday and Thursday during the school year from 8:30am-2:30pm*
2. *Elmira College, every Wednesday during the school year from 12pm-4pm*

*(This position also requires time spent at varying fairs throughout the year.)*

OSC Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Rev 6/18