



Schuyler Services Coordinator Position Description

Objective of the position: The Schuyler Services Coordinator has the responsibility of the client services that are provided in Schuyler County as well as overseeing office volunteers. This is a permanent part-time paid position. **Services in Schuyler County are not yet fully established. Training for this position will occur in Elmira. The candidate hired will assist in the establishment of a Schuyler County Office.*

Reports to: Executive Director

Supervises: Office 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 two years 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 minimal supervision

Essential Functions:

I. Administrative/Misc

1. Assist Executive Director with statistical information, including data entry
2. Prepare year-end statistics for Care Net Affiliation renewal with Executive Director
3. Provide monthly statistics
4. Management and quality assurance of client information
5. Management and quality assurance of client database, eKyros
6. Maintain and update all forms used for client services, as requested by Executive Director
7. Develop & maintain relationships with new and existing agencies in the community that affect client services
8. Maintain supplies used for client services (brochures, pamphlets, PT's, folders, etc.)
9. Set yearly goals and objectives with the Executive Director
10. Attend conferences, staff development, etc. when necessary
11. Participate in all fundraising events

12. Maintain office appearance to expected standards

II. Client Services

1. Provide peer education and services for clients when volunteers are not available
2. Maintain and update the referral resources for volunteers and client use
3. Maintain needed educational materials and resources for client use, with assistance of the Executive Director
4. Inform clients of center schedule according to the center's yearly calendar
5. Maintain relationships with service groups in the community that affect client services
6. Attend community events in promoting the center and client services as requested by Executive Director

III. Training

1. Conduct training with new volunteers as client advocates or office volunteers
2. Assist in recruiting potential volunteers for the ministry
3. Assist in scheduling and coordinating volunteer in-service trainings, retreats, and staff development as requested by Executive Director
4. Participate in BrightCourse trainings or other professional development trainings as agreed upon with Executive Director

IV. Volunteers

1. Plan daily activities for volunteers
2. Remain in communication with volunteers through email, facebook, phone, etc. about center events, closings, etc.
3. Conduct annual volunteer evaluations
4. Maintain volunteer job descriptions and packets
5. Conduct interviews with interested volunteers
6. Maintain volunteer files with all appropriate paperwork