

Job Description

PRESQUE ISLE CENTER DIRECTOR

Objections of the Position: The center director has the responsibility for the day-to-day operation of the Pregnancy Care Center. This includes the training and management of all volunteers, and the implementation of necessary programs to meet client needs. This position will begin with 15-20 hours per week.

Reports to: The Executive Director

Supervises: All volunteer staff at the center.

Spiritual Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord, and regularly attends a local church body
- Exhibits strong commitment and dedication to the pro-life position
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith and policies of the center.

Personal Qualifications:

- Two or more years of college, preferably in a helping field
- One or more years of experience as a volunteer in some ministry capacity (i.e. Women's ministry leader, Youth leader, Sunday School teacher, or Community volunteer ministry)
- Have two years of experience in a helping profession in a position requiring management experience or equivalent
 - Exhibit skill in interpersonal communication, public speaking and problem solving
 - Be able to provide spiritual leadership, discipleship and support to the volunteers
 - Be able to carry out responsibilities with little or no supervision

Major Responsibilities

Administration

1. To make prayer an integral part of the day-to-day operation of the center
2. Formulate and revise operational policies and procedures necessary for consistent operation with executive director approval
3. Review client files, peer counselor summaries and offer suggestions and encouragement to volunteers
4. Oversee record-keeping and effective follow-up of clients by volunteers
5. Oversee scheduling of all volunteers
6. Handle routine business calls that don't require executive director assistance
7. Interact with executive director to relate client or staff needs, progress of center, problems and goal setting and implementation

Public Relations:

1. Maintain a working relationship with agencies, physicians, churches and organizations that refers clients to or accepts referrals from the PCC
2. Represent the PCC to pastors and churches regarding support ministries and volunteer matters
3. Represent the PCC to pastors, churches and organizations through correspondence, meetings and speaking engagements (possibly 1-2 times a month)
4. Participate in fund-raising events as requested by the executive director

Client Services:

1. Oversee peer counseling and all other services provided for clients
2. Provide peer counseling and services for clients when volunteers are not available
3. Maintain and update the referral resources for volunteers and client use
4. Evaluate, select and maintain needed educational materials and resources for client use
5. Develop and oversee client support services offered by the ministry such as parenting classes, client outreach programs (min. 1 per quarter), facilitating post-abortion classes

Training:

1. Assist in recruiting and training volunteers
2. Coordinate and assist in arranging and teaching the volunteer meeting/in-service training
3. Develop and nurture volunteers

Supervision/Evaluation:

1. Access and evaluate volunteer performance and facilitate yearly evaluations of volunteers
2. Availability to volunteer for information, question and assistance

The center director shall receive a written and oral evaluation by the Executive Director every 6 months.

Pregnancy Care Center of Aroostook

STATEMENT OF FAITH

- ❖ We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- ❖ We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- ❖ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ❖ We believe that for the salvation of lost and sinful man, regeneration by the Holy spirit is absolutely essential, and that the salvation is received through faith in Jesus Christ as savior and lord and not as a result of good works.
- ❖ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works.
- ❖ We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life and they that are lost unto the resurrection of damnation.
- ❖ We believe in the spiritual unity of believers in our Lord Jesus Christ.

I have read, understand and accept the Pregnancy Care Center of Aroostook's Statement of Faith as outlined above.

Signature

Date

Pregnancy Care Center of Aroostook

STATEMENT OF PRINCIPLE

- ❖ The Pregnancy Care Center (PCC) is an outreach ministry of Jesus Christ through His church. Therefore, the PCC, embodied in its volunteers, is committed to presenting the Gospel of our Lord to women with crisis pregnancies both in word and in deed. Commensurate with this purpose, those who labor as PCC board members, directors and volunteers are expected to know Christ as their Savior and Lord.
- ❖ The PCC is committed to providing clients with accurate and complete information about both prenatal development and abortion.
- ❖ The PCC is committed to integrity in dealing with clients, earning their trust and providing promised information and services. The pregnancy center denounces any form of deception in its corporate advertising or individual conversations with clients.
- ❖ The PCC is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God's people and the community at large, women may face the future with hope, and plan constructively for themselves and their babies.
- ❖ The PCC does not discriminate in providing services because of race, creed, color national origin, age or marital status of its clients
- ❖ The PCC does not recommend, provide, or refer for abortion or abortifacients.
- ❖ The PCC offers assistance free of charge at all times.
- ❖ The PCC is committed to creating an awareness within the local community of the needs of pregnant women, and of the fact that abortion only compounds human need rather than resolving it.
- ❖ The PCC does not recommend, provide, or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their pastor or physician.)
- ❖ The PCC recognizes the validity of adoption as one alternative to abortion, but is not biased toward adoption when compared of other life-saving alternatives. Centers are independent of adoption agencies, relating to them in the same manner as to other helpful referral sources. The PCC receives no payment of any kind from these agencies, does not enter into contractual relationships with them, and does not share combined office space. Adoption agencies are not established under the auspices of centers. The PCC neither initiates nor facilitates independent adoptions, though we may refer for independent adoptions in states where it is legal.

I have read, understand and accept the Pregnancy Care Center of Aroostook's Statement of Principle as outlined above.

Signature

Date

EMPLOYMENT APPLICATION

Name: _____ Position Sought _____
Last First Middle Initial

Address: _____
Number and Street City State Zip code

Phone # _____ Social Security # _____ Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? (If offered
Employment, you will be required to provide documentation to verify eligibility.) Yes No

Have you ever been convicted of a crime other than a minor traffic offence? (including while in the military) Yes No

If yes, explain: _____

Education:

High School: Number of years completed (circle one) 1 2 3 4 Diploma: Yes No G.E.D.: Yes No

School _____

College and/or Vocational School: Number of years completed (circle one) 1 2 3 4 5 6 7

School(s) _____ Address _____

Major _____ Degrees Earned (Date) _____

Describe other training or degrees: _____

Employment History: List most recent employment first. May we contact your present employer? Yes No

Employer _____ Date of employment: From _____ To _____

Address _____ Position/Duties _____

Telephone _____ Salary _____

Supervisor name _____ Reason for leaving _____

Employer _____ Date of employment: From _____ To _____

Address _____ Position/Duties _____

Telephone _____ Salary _____

Supervisor name _____ Reason for leaving _____

Employer _____ Date of employment: From _____ To _____

Address _____ Position/Duties _____

Telephone _____ Salary _____

Supervisor name _____ Reason for leaving _____

Additional Information:

1. What is your reason for seeking employment here?

2. What special skills, talents, gifts or personality traits would you bring to this ministry?

3. This organization is a pro-life Christian ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to provide crisis pregnancy services in this community. Please write a brief statement about how your faith would affect your work if hired.

References:

Please provide at least two employment references and at least two personal references (*including your pastor*):

Name	Address	Phone #	Years Acquainted	Relationship
1.				
2.				
3.				
4.				
5.				

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge, and I authorize my prospective employer to verify their accuracy and to obtain reference information on my work performance and character. I give permission to my prospective employer to conduct a criminal background check to the extent that the position for which I am applying may involve interaction with minors. I release my prospective employer and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any employment decisions made based upon such information. I understand that, if employed, any falsified statements or omissions of material information on this application may lead to my prompt dismissal. If I am offered and accept employment, I agree to fully adhere to the policies and rules of my prospective employer. However, I understand that neither the existence of such policies and rules nor anything said during my interview process shall be deemed to create an express or implied employment contract. I UNDERSTAND THAT ANY EMPLOYMENT THAT MAY BE OFFERED TO ME WILL BE FOR AN INDEFINITE DURATION AND ON AN AT-WILL BASIS. I understand that either my prospective employer or I will have the right to terminate any such employment at any time with or without notice or cause.

I further certify that I have read and that I am in full agreement with the pregnancy center's Statement of Faith and Statement of Principle.

Signature of Applicant _____ Date _____