

Job Description
Miami Valley Women's Center
Abstinence Education Director

Objective of the Position: The Abstinence Education Director oversees, supervises, and reviews the day-to-day operation of the abstinence outreach programs and ensures credibility of the programs and the Miami Valley Women's Center within the Dayton community.

Reports to: Executive Director

Supervises: Abstinence Outreach Coordinators for in-school mentoring groups for middle school teens: GIFT (girls) and TEAM (boys); after-school mentoring group for 6th-grade girls (STARS); and health class presentations to middle and high school students (WWF).

Hours: Up to 30 hours per week during the school year (10 months)
Monday/Thursday/Friday

Office: Xenia Center

Qualifications:

Applicant should:

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
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, General MVWC Policies, and sign the Policy of Conduct
4. Be able to respect and keep information confidential
5. Complete the volunteer training and position orientation
6. Exhibit skill in interpersonal communication, public speaking, and problem solving
7. Be able to provide leadership, discipleship, and support to the direct reports
8. Be able to carry out responsibilities with little or no supervision
9. Have a driver's license and a good driving record
10. Maintain a spirit of cooperation and servanthood
11. LEADERSHIP: Preferably has 3 years of leadership/management experience
12. EDUCATION: Preference given to Bachelor's degree in ministry, education, or a related field

Major Responsibilities

1. Oversee abstinence education programs and their coordinators in area schools:
 - a. Ensure that prayer is an integral part of the day-to-day operations and outreach
 - b. Promote, market, and act as liaison for abstinence programs in area schools, churches, and groups
 - c. Periodically observe mentoring programs and health class presentations
 - d. Be available to speak at events or churches, as requested by the community or Executive Director
 - e. Ensure proper paperwork is completed and filed (permission slips, consent, insurance proof, etc.)
 - f. Meet regularly with Abstinence Outreach team members
 - g. Research and advise team on current trends, statistics, and pertinent topics related to abstinence and purity
 - h. Present *Worth Waiting For* with coordinator (during the interim of training volunteer co-presenters)
 - i. Maintain a rapport with teachers and counselors and show appreciation for local school administrators
 - j. Keep accurate records and paperwork (number of annual presentations, clients served, incidents, etc.)

- k. Review and submit department's expenses to Executive Director for approval
2. Attend monthly staff meetings
3. Present at Staff/Volunteer Trainings
4. Prepare, plan, and execute annual Strategic Plan and present plan annually to the Board
5. Submit Board report by the 10th of each month
6. Submit annual budget needs to the Executive Director, as requested
7. Update department brochures annually
8. Update (or create as necessary) Abstinence Department Policies and Procedures
9. Maintain van transportation (filling with gas, logging miles, annual tune-ups, etc.)
10. Hold regular office hours

The Abstinence Education Director shall receive at least one annual evaluation by the Executive Director.

February/2019