

Job Description

Position: Center Director
Location: Kettering Center – 2345 W. Stroop Road, Dayton, OH
Job Status: Non-Exempt, Full Time
Hours: Monday/11am-8pm; Tuesday/10am-8pm; Wednesday – Friday/9am-3pm
Department: Client Services
Reports to: Director of Operations / Executive Director
Supervises: Kettering Volunteers, 3 Staff Assistants and Resource Coordinator

Core Beliefs:

- We are a Christian organization.
- Our primary purpose is to protect unborn life.
- We believe in the sanctity of marriage between one man and one woman.
- We promote abstinence before marriage and fidelity within marriage.

The primary purpose of the Center Director is to oversee the day-to-day operations of the Kettering site. The position includes training and management of all volunteers, designated staff and implementation of necessary services to meet client needs.

PRIMARY DUTIES

Administrative:

- Oversee referring process to area agencies in conjunction with the Director of Operations/Executive Director.
- Working together with the Nurse Manager, ensure current and appropriate certification and current licensure of nursing staff and nursing volunteers.
- Help coordinate annual fundraising event, Walk for Life
- Ensure that prayer is an integral part of the day-to-day operation of the pregnancy center site.
- Work with the Director of Operations & Executive Director to produce objectives to accomplish the ministry goals of the organization.
- Provide managerial direction for all volunteers and staff in their area.
- Ensure that policies and procedures are instituted and followed to provide quality service to clients.
- Interact with Director of Operations and Executive Director to relate client or staff needs, progress of center, problems, goal setting and implementation, which includes annual Strategic Planning.
- Oversee the management of file systems, inventories, and other operations.
- Recruit help for and cleaning of the facility to ensure that the cleanliness and welcoming appearance of the site is maintained.
- Attend monthly Staff meetings (2nd Thursday/month) and Center Director meetings (1st Wednesday/month).
- Provide monthly Board (by the 10th of each month) and year-end client statistical reports for Kettering site.
- Oversee the data entry of client information.
- Conduct written and oral evaluations of Staff Assistants, Resource Coordinator & female volunteers on a yearly basis.
- Coordinate an annual appreciation event for volunteers with the Volunteer Coordinator,
- Working with the ED/Director of Operations and Director of Client Support Services, select and maintain educational materials and resources needed for both Intake and Follow-up client use (video, brochures, literature, etc.).
- Maintain up-to-date community referrals and resources for use with client needs.

Volunteer Relations:

- Facilitate prospective volunteers – working with the Volunteer Coordinator, specific duties include:
 - Plan and carry out sufficient volunteer recruitment to manage projected client load and services
 - Recruit prospective volunteers from churches and the community as opportunities arise
 - Make initial contact with individuals interested in volunteering
- Interview all prospective volunteers (with Volunteer Coordinator)
- Instruct and oversee office volunteers, and nurses regarding professional telephone manners, scheduling of appointments, reception of clients, intake, follow-up, accurate record keeping and adherence to the MVWC policies and procedures
- Prepare and post monthly schedules for all nurses, support people and volunteers. Be responsible for ensuring adequate coverage for client services with appropriate staff and volunteers on all shifts. Write appointment times available in eKyros

for clients according to the number of volunteers or staff available to assist

- Oversee volunteer record keeping and effective client follow-up
- Periodically review client files and volunteer summaries to offer suggestions and encouragement to volunteer staff
- Ensure completeness and accuracy of records for clients
- Provide intake for clients and nursing services (if applicable) as a back up to volunteers.
- Plan and facilitate meaningful and helpful quarterly In-service meetings in conjunction with the DO/ED, Volunteer Coordinator, and other Center Directors.
- Provide volunteer and client-related information for the newsletter.

Public Relations:

- Working in conjunction with the Development Department, educate the local community, churches, pastors, and community groups about the center ministry and the sanctity of human life with the goal of obtaining support and involvement.
- Represent the MVWC to pastors, churches, organizations, and community through correspondence, meetings, and speaking engagements as requested by the Executive Director or Director of Development.
- Participate in fundraising events, as requested by the Executive Director or Director of Development.

JOB REQUIREMENTS

Experience/Education/Training

Preference given to bachelor's degree in management, ministry, education, nursing, or a related field. Preferably has 3 years of leadership/management experience. Preference given to experience in public speaking and non-profit ministry.

Job/Language Skills

Must work well in a team environment, handle multiple assignments and meet deadlines. Must possess excellent phone and interpersonal communication skills. Must be able to apply problem solving techniques. Must be self-motivated and self-initiating. Must be familiar with standard office equipment and proficient in computer functions. Must possess strong organization skills with attention to detail and accuracy.

Work Environment

Must be available Monday – Friday. Must be able to use computer keyboard, telephone and have the ability to lift up to 20 pounds.

Miami Valley Women's Center Expectations

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Willingness to support MVWC's mission and vision as defined by MVWC.
- A servant's attitude with the ability to understand how all tasks impact MVWC's ministry of supporting life.
- Agree with and adhere to MVWC's policies and procedures.
- Complete the next scheduled volunteer training (Friday evening/Saturday afternoon – dates TBD).
- Be able to respect and keep information confidential.
- Works well without direct supervision.
- Demonstrate flexible and efficient time management and ability to prioritize workload often balancing multiple priorities.
- Strong personal motivation, initiative, sense of responsibility.

The Kettering Center Director shall receive at least one yearly written and oral evaluation by the Director of Operations or Executive Director.