

Job Description
Miami Valley Women's Center
TEAM Coordinator

Objective of the Position: *TEAM* (Teens Excited About Manhood) is an in-school small group mentoring program. Its focus is to help boys understand how their decisions today can affect their future. *TEAM* is led by trained male volunteers who deliver a curriculum adapted to the interests of boys with topics such as character, anger/conflict, goal setting, maturity, friends, peer pressure, media influences, and abstinence. The *TEAM* Coordinator co-leads, as necessary, and manages the day-to-day operations of the *TEAM* groups.

Reports to: Abstinence Education Director

Supervises: Volunteer *TEAM* leaders

Status: Up to 12 hours per week

Office: Xenia

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 Staff/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 volunteers
8. Preference given to experience in classroom teaching and/or teaching youth
9. Be able to carry out responsibilities with little or no supervision
10. Have a driver's license and a good driving record

Major Responsibilities

1. Maintain *TEAM* program, materials and activities
 - a. Oversee day-to-day operations of *TEAM* program and co-lead group meetings, as necessary
 - b. Recruit and train volunteers to work with the group/s
 - c. Make regular contact with the volunteer leaders of each group
 - d. Maintain a rapport with and show appreciation for local school administrators
 - e. Ensure proper paperwork is completed (permission slips, attendance sheets, etc.)
2. Submit Board Report by the 10th of each month including at least one client/program testimony as available
3. Be available to represent the *TEAM* program, when requested by the director or Executive Director
4. Revise and update curriculum as needed
5. Plan a special activity, event, or service project for volunteers and for students (in accordance with school and MVWC policy)
6. Attend monthly staff meetings
7. Meet regularly with Abstinence Education Team, consisting of Coordinators and Director, for updates and planning
8. Hold regular office hours

The *TEAM* Coordinator shall receive at least one annual evaluation by the Abstinence Education Director.

February/2019