

Education Services Director Job Description

Objectives

The Education Services Director is responsible for the overall development, implementation, and operation of the education program of Hope Center. This includes training and managing all volunteers and implementing the necessary programs to facilitate the abstinence education program in schools, churches, and organizations as well as the parenting and pregnancy education programs at the center.

Reports to

The Executive Director

Supervises

All volunteers and staff assisting in the program

Pay

Starting expectation ~ \$26,000 per year

Qualifications

- Demonstrates a personal relationship with Jesus Christ as Savior and Lord and a committed Christian faith.
- Exhibits strong commitment and dedication to the pro-life position and sexual purity.
- Agrees with and is willing to uphold the Statement of Faith, Statement of Principle, and policies of Hope Center.
- Preferably has a Bachelor's or Master's degree, in a related field, or has related experience equivalent.
- Has one year of experience as a volunteer in some ministry capacity.
- Has two years of experience in a helping profession in a position requiring some management skills or related experience.
- Has experience teaching in a classroom setting.
- Exhibits strong skills in interpersonal communication, public speaking, and problem solving.
- Is able to provide spiritual leadership, discipleship, encouragement and support to volunteers.
- Is able to carry out responsibilities with little or no supervision.

Essential Functions:

Administration

- Recruits and establishes a prayer team as an integral part of the program.
- Evaluates, selects and maintains needed educational materials and resources for the program with the Executive Director.
- Formulates and revises policies and procedures for program volunteers with Executive Director.
- Schedules and implements all program requests and appropriate speakers.

- Interacts with the Executive Director to relate needs, problems, progress, goal setting and implementation.
- Keeps all educational material up to date and TPCN compliant.
- Maintains relationships with area school personnel (i.e. nurses, counselors, admin)

Training

- Conducts Volunteer Training Seminar specifically for Choosing The Best training and Earn While You Learn.
- Earns and maintains SRA certification (Hope Center responsible for
- Recruits, selects, and interviews volunteers for Choosing The Best and Earn While You Learn.
- Provides supervision of the training program as set forth in the training manual.
- Provides on-going training for the volunteer staff meeting.

Supervision

- Assesses and evaluates volunteer performance and facilitates yearly evaluation of the volunteers in the Choosing The Best training and Earn While You Learn programs.
- Is available to volunteers as a resource.

Public Relations

- Develops and promotes materials for the program.
- Maintains a working relationship with target audiences, such as special committees, agencies and youth organizations.
- Promotes the program and Hope Center’s ministry to schools, pastors, churches and organizations throughout the community.
- Participates in the development and fundraising functions/events as requested by the Executive Director.

Client Services

- Presents abstinence message to schools, youth groups or college organizations as the opportunity arises.
- Provides counseling and services for clients who have specific needs and expresses a desire.
- Provides options counseling as needed

Parent Education

- Oversees the Earn While You Learn program.
- Teaches Earn While You Learn when needed.
- Oversees Mommy Store donations & purchasing.
- Oversees Fatherhood Initiative, including Men’s Group.

Client Services Director Signature

Date

Executive Director Signature

Date