



BRPC Men's Services Director Job Description

Objectives of the position: As an ambassador of Jesus Christ, the Men's Services Director drives the implementation of quality programming for men in pregnancy situations, provides support directly to these men, and recruits and trains other men to do so. In addition, serves as part of the Development Team to raise support for BRPC.

Accountability: The Men's Services Director is under the direct supervision of the Executive Director and collaborates with the Patient Services Director and Life Center Director

Supervises: All male volunteer staff assisting the program through both the Medical Center and Life Center

Status: Full-time (40 hours) non-exempt

Minimum Qualifications:

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is an active member of a local church
- Exhibit a strong commitment and dedication to the pro-life position and God's design for marriage and sexuality
- Agree with and be willing to uphold the Statement of Faith, Statement of Policy, and Statement of Principal of the Blue Ridge Pregnancy Center
- Have a minimum of 1 year of experience as a volunteer or employee in some ministry capacity or in a helping-related field
- Exhibit skills in effective interpersonal communication and organizational skills, management, teaching, public speaking, problem solving, and computer use
- Be able to provide spiritual leadership, discipleship, and support to male volunteers and clients
- Be a self-starter, able to carry out responsibilities with little or no direct supervision; exhibit strong attention to and follow-through with details; demonstrate flexibility and the ability to pivot to meet center needs

Major Responsibilities:

- Oversee the quality and direction of services given by volunteer male patient advocates and mentors; provide training and coaching, as needed, encourage and show appreciation to volunteers
- Meet with male clients, as needed, and provide follow-up, enter appointment information, notes, etc.
- Mentor fathers
- Teach occasional classes to both male and female clients of the Life Center
- Develop community outreaches to dads/potential male clients; expand men's programs
- Assist E.D. in performing outreach to local churches, pastors, men's groups, and the community to increase awareness of BRPC's mission and ministry, garner financial support, and recruit volunteers
- Work closely with Patient Services and Life Center Directors to provide a high level of service and the highest quality of care to our patients and clients.
- Attend monthly staff meetings
- Provide Men's Services Report to Executive Director for monthly Board Meetings

Evaluations: The Men's Services Director shall receive an annual evaluation every December by the Executive Director

Last Modified: 4/8/2025

Prepared By: Jane Oliver, Executive Director

Approved By:

Employee Acknowledgement:

I have read and understand the Job Description for the position I hold at Blue Ridge Pregnancy Center, (BRPC). A copy of the Job Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at BRPC.
2. It does not constitute an employment contract with BRPC.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of BRPC.

I understand and agree that my employment with BRPC is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File

Copy: To Employee

Copy: Job Descriptions File