



LIFE CENTER COORDINATOR JOB DESCRIPTION

Objectives of the position: As an ambassador of Jesus Christ, the Life Center Coordinator is essential in aiding the Life Center Director with the comprehensive operational duties of the Life Center. Primary responsibilities encompass supporting and supervising volunteers, including student volunteers, organizing classes, overseeing the donation registry, coordinating Baby Showers in collaboration with clients and volunteers, maintaining meticulous records and schedules for both clients and volunteers, managing the inventory of donations, and assisting in the planning of events and classes for clients and volunteers.

Reports to: The Life Center Director (or Executive Director, as appropriate)

Status: Non-Exempt, Full-time (32 hours)

Minimum Qualifications:

- A servant leader who displays a heart of compassion without judgment
- A dedicated Christian who actively lives out a personal relationship with Jesus Christ as both Savior and Lord and regularly attends or is an active member of a local body of Christ
- Exhibit strong commitment and dedication to the sanctity of human life and the pro-life position as well as God's design for sexuality and marriage
- Agrees with and is prepared to uphold the Core Values, Statement of Faith, and other policies of the Blue Ridge Pregnancy Center
- Must have the ability to have a flexible schedule based on classes and events in the Life Center Evening - and occasional weekend hours - will be required
- Possess strong interpersonal relationship skills
- Familiar with basic computer operations, including Excel, Word, MailChimp, and Canva
- Exudes warmth, friendliness, self-motivation, and reliability
- Shows a proactive attitude towards fulfilling necessary tasks
- Capable of collaborating effectively with a diverse range of individuals
- Demonstrates excellent time management skills
- Able to adapt to the varying dynamics of working with volunteers, recognizing the center's reliance on their support, which can present challenges

Essential Functions:

- Assist the Life Center Director in fostering relationships with volunteers and clients
- Facilitate (some) Parenting & Life Skills Classes

- Maintain the gift registry utilized by donors
- Manage all aspects of Baby Showers, including creating registries, organizing layette bags, and coordinating details with clients and volunteers
- Supervise Volunteer Applications
- Oversee CSER volunteers
- Aid in diaper pickups and ensure proper tracking
- Control inventory for the Boutique as well as diapers and wipes
- Handle incoming phone inquiries
- Perform daily administrative duties
- Assist in scheduling volunteers – including teachers, mentors, and daycare staff
- Stay updated on all classes and events occurring at the Life Center
- Contribute to the planning of events such as the annual Christmas party, Family Nights, Volunteer appreciation gatherings, and various classes
- Develop a solid understanding of the external resources accessible to our clients and guide them effectively to the right options
- Assist in daily tasks as needed to maintain a clean, organized facility
- Attend monthly staff meetings
- Attend quarterly in-service training when applicable

Last Modified: 8/27/2024

Prepared By: Jane Oliver, Executive Director

Approved By: Jane Oliver, Executive Director

Employee Acknowledgement

I have read and understand the Position Description for the position I hold at Blue Ridge Pregnancy Center. A copy of the Position Description has been provided 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 Blue Ridge Pregnancy Center.
2. It does not constitute an employment contract with Blue Ridge Pregnancy Center.
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 Blue Ridge Pregnancy Center

I understand and agree that my employment with Blue Ridge Pregnancy Center 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:** _____

Life Center Director: _____ **Date:** _____