



Mentoring & Education Coordinator

The coordinator will equip for effective ministry, the client advocate who is coaching young women and families participating in the education programs and services offered. The focus in recruiting, training, empowering, and supervising the volunteer client advocate will be the ability to communicate the grace and truth of Jesus in the experiential language of the individual being served.

Supervises: The client advocates who serve as education and mentoring class leaders and earn-while-you learn leaders

Status: Part-time (20-25 hours/week)

The qualified Coordinator will:

- Demonstrate the ability to equip others for effective ministry through spiritual leadership and support while using the skills of interpersonal communication, public speaking, and problem solving.
- Exhibit an authentic commitment to the sanctity of life, sexual purity, and the covenant of marriage between one man and one woman.
- Agree with and be willing to uphold the commitment of care and competence, core values, statement of faith, and policies of the center.
- Experience and demonstrate a saving, personal and life-giving relationship with the Lord Jesus Christ while actively participating in a local church.
- Have completed a structured and disciplined course of study from a college, school of ministry or other approved educational experience. A bachelor's degree is preferred.

The Essential Functions for the Coordinator include:

I. Supervision

- Develop and maintain the monthly schedule for all client advocates who serve as class leaders and/or mentors.
- Design and develop effective communication avenues and networking between all client advocates, clients and between the advocates and staff.
- Assist volunteers in resourcing each other through the use of relational connections and a sub list for those who cannot fulfill their weekly obligation.
- Evaluate, upgrade, select and maintain needed educational materials and resources for client advocates to use while coaching.
- Maintain and update referral resources for volunteer and client use.
- Train and empower all advocate volunteers to complete paperwork in a timely fashion, consistent with the policies and procedures of the center, including the medical clinic.
- Actively pursue and secure volunteer groups from local churches to assist with execution of Moms and Dads Night.
- Secure and provide oversight of client advocates who lead Gift of Birth, Mommy & Me, Moms Night Out, First Nine Months classes and Earn-While-You-Learn Mentors.
- Collaborate with Men's Ministry Coordinator to actively pursue and secure volunteer groups from local churches to assist with execution of Moms and Dads Night.
- Communicate with ministry partners to secure baby shower hosts for Gift of Birth classes.
- Work with Managing/Executive Director and Stork's Nest Boutique Coordinator to ensure boutique is adequately stocked, and specific needs are shared with donors in an appropriate manner.

- Collaborate with Men’s Ministry Coordinator and education/mentoring advocates to make sure facilities are prepared for class.

II. Nurture and Care of Volunteers and Clients

- Oversee the education and mentoring services provided for clients by creating a healthy, problem-solving environment through empowering words, thoughtful, reflective prayer, and listening.
- Facilitate classes for clients when mentoring/education advocates are not available or able.
- Empower the client advocates serving as mentors to pray for one another.
- Support and advocate for the advocates through words and acts of appreciation, including participating in the regularly scheduled center events during the year.
- Follow up with every medical clinic client interested in learning more about education and mentoring services available.

III. Training: Initial and Ongoing

- Recruit, select, and interview possible volunteer advocates.
- Assist the Center Director in initial 10-hour orientation/training (3x per year)
- Conduct and supervise the orientation of new education and mentor advocates in the center.
- Develop and schedule in-service training (twice per year) appropriate to the needs of the advocates.
- Become proficient with database management systems.

Last Modified: February 14, 2024

Prepared By: Lisa Hogan, Executive Director

Approved By: Lisa Hogan, Executive Director

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Sav-A-Life, Vestavia. A copy of the Position 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 Sav-A-Life, Vestavia.
2. It does not constitute an employment contract with Sav-A-Life, Vestavia.
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 Sav-A-Life, Vestavia.

I understand and agree that my employment with Sav-A-Life, Vestavia 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: Position Descriptions File