



**Job Title:** Men's Coach (28 hours/week)

**Reports Directly To:** Director of Fatherhood Initiatives

**Supervises:** Male Client Advocates

**Primary Objectives:** The Men's Coach is responsible for the day-to-day operations of Positive Options men's program that engages, empowers, and equips men involved in an unplanned pregnancy as they make life changing decisions. This includes training and counseling men in deeper discipleship.

**Key Responsibilities:**

Make prayer an integral part of the program.

**Administration**

- Enter information in ekyros
- Interact with Better Impact to manage male volunteers
- Contribute to quarterly Board reports
- Maintain statistics for program activities.
- Perform specific duties as assigned.

**Program Management**

**Pregnancy Center Focused Programming**

- Work closely with the Center Directors to coordinate services.
- Ensure the quality of all male client service activities.
- Be aware of client needs and possible program changes needed to address those needs.
- Coordinate client advocates for training and facilitate pre and post shadowing.
- Implement consistent methods of client follow up
- Work with the Director of Fatherhood Initiatives and Center Directors to develop and facilitate the recruitment of male client advocates.
- Network with church staff as determined by the Director of Fatherhood Initiatives and/or Center Directors.
- Counsel with clients as needed, or when client advocates are not available.
- Be available to client advocates for information, questions, and assistance with the hard cases.
- Interact with the Director of Fatherhood Initiatives to relate client or staff needs, progress of the center, problems, goal setting, and implementation.
- Research/produce suitable materials for male client interaction and education.

- Provide assistance to any/all staff as directed by the Director of Fatherhood Initiatives.
- Attend and contribute to staff meetings and special events.

### **Community Outreach Programming**

- Along with the Director of Fatherhood Initiatives, work together to accomplish the goals of the program.
- Manage and facilitate clients connecting with local church community.
- Upon request of Director of Father Initiatives to be available for community events and speaking engagements.
- Contribute to relevant written communications (Talk with Your Teen, Newsletter, MLD Blog) as needed.

### **Supervision/Evaluation:**

- Facilitate and assure that yearly evaluations of volunteers take place.
- Review the on-going performance of volunteers.
- Follow Biblical principles for confrontation when the need arises.

### **Qualifications:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Maintain and promote a lifestyle of sexual purity.
- Exhibit a strong commitment and dedication to the sanctity of all human life.
- Agree with and be willing to uphold the Statement of Faith, Statement of Principles, Mission Statement, and policies of Lakeshore Pregnancy Center.
- Be in consistent fellowship at a local church.
- Hold a Bachelor's or Master's Degree or related equivalent experience, preferred.
- Skilled in interpersonal communication, some public speaking ability, and problem-solving skills.
- Possess or be willing to gain a thorough understanding of pregnancy care center ministry and administration.
- Proficiency in both oral and written communications.
- Proficiency in computer skills, with ability to utilize Word, Excel, PowerPoint, Outlook, & G-Suite.
- Ability to establish and maintain cooperative working relationships.
- Ability to carry out responsibilities with little or no supervision.
- Spanish-speaking preferred but not required.

**Personal and Professional Development:**

- Attend conferences, seminars, and workshops as agreed upon by the Director of Fatherhood Initiatives and Director of Operations.
- Complete the Centers of Excellence Training.
- Complete the Serving with Care and Integrity training.
- Take quarterly restoration days.

**Physical Demands:**

- Ability to frequently use a computer and telephone.
- Ability to physically navigate both in and out of the office.
- Ability to drive and travel.

**Employment Status:**

- Part-Time Non-Exempt – 28 hours per week

Employment Application can be filled out online at [www.lpcenters.com/job-opportunities](http://www.lpcenters.com/job-opportunities) or contact Rachel Bell at [rachel.bell@lpcenters.com](mailto:rachel.bell@lpcenters.com) or 616.396.8127 Ext. 30. Thank you!

I acknowledge that I have received a copy of this job description.

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*(Copy to be given to the individual with the original kept in his or her personnel file.)*