



**Job Description:** Men's Ministry Coordinator

**Position Objectives:** To oversee the day-to-day operation of the Clarity Pregnancy Services Men's Ministry implementing approved policies and procedures and managing all volunteers and programs necessary to meet male client needs.

**Report to:** Client Services Director

**Profile:**

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibits a strong commitment and dedication to the pro-life position and sexual purity
- Agrees without reservation to the Statement of Principle, Statement of Faith and Clarity policies
- 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 management experience or equivalent
- Exhibits skill in interpersonal communication and problem solving
- Able to provide spiritual leadership, discipleship and support to men's ministry client advocates
- Able to carry out responsibilities with little or no supervision

**Responsibilities**

1. Assist in recruiting, selecting and interviewing possible male volunteers for ministry.
2. Be available to Center Managers to review male client files, client advocate summaries, and offer suggestions and encouragement to male client advocates.
3. Inform the Center Managers or Client Services Director about needed educational materials and resources for male client and volunteer use.
4. Assist in conducting volunteer training and volunteer in-services as requested.
5. Provide orientation of male client advocates as they begin in-center training.
6. Regularly serve as a male client advocate on rotation as needed.
7. Be available to male client advocates for information, questions and assistance.
8. Assess in an ongoing manner the performance of male client advocates and follow biblical principles for confrontation when the need arises.
9. Evaluate each male client advocates' performance through a yearly evaluation.
10. Attend regular organizational meetings of CLARITY of South Central Indiana.

**Time Commitment:** 10 hours weekly

*The Men's Ministry Coordinator will receive a yearly written and oral evaluation from Client Services Director.*