



Job Description

POSITION TITLE: Men's Coach

REPORTS TO:

Family and Education Manager, Chief Operating Officer (CEO) Exempt Non-Exempt

Job Summary: Under the supervision of the Chief Executive Officer (CEO) and Family and Education Manager this position supports core Center services of male client care, male volunteer readiness and couples' client care.

Job Functions:

Responsibilities

1. Become FPSSP (State), Care Net, AACC and Evantell trained, to be fully trained within three months (training is provided at the Center).
2. Performs male client intakes, peer counseling and individual and group educational classes through Earn While You Learn (EWYL) appointments and perform necessary client charting.
3. Assist medical team with male client intakes and other appointments as requested by the Family and Education Manager and/or the COO.
4. Assist with male client appointment scheduling both on the phone and in person.
5. Make follow up calls with male clients.
6. Once Care Net trained, coach volunteers through training and provide them with opportunities to shadow you and/or others to learn best practices.
7. With the CEO and Family and Education Manager, create a plan for an ongoing male volunteer appeal program with local churches, agencies and other organizations and/or groups.
8. Assist Family and Education Manager with training, support and follow up for new and existing male volunteers as well as refresher/renewal meetings.
9. Assist the Family and Education Manager with a community outreach as requested.
10. Attend weekly staff meetings.
11. Facilitate male client flow between medical services and EWYL client support.
12. Foster collaboration between male peer advocates and staff (and assist the Family and Education Manager with team building).
13. Maintain proprietary and sensitive information with care and professionalism. Follow Center policies and procedures.
14. Work independently and within a team on special non-recurring and ongoing projects as requested by the Family and Education Manager.

15. Maintain telephone etiquette at all times using professionalism in interacting with callers, clients and Center visitors.
16. Assist Family and Education Manager with annual male volunteer file audits and support annual male volunteer reviews.

Competencies

1. Technical Capability: basic computer operations, Microsoft Office Programs.
2. Personal effectiveness, credibility, integrity.
3. Detail oriented.
4. Excellent organizational skills.
5. Collaboration skills.
6. Communication proficiency, telephone etiquette.
7. Flexibility.
8. Self-motivated, dependable, accountable.

Supervisory Responsibility

This position encompasses supervision of male volunteers under the guidance of the Client Services Manager.

Minimum Qualifications:

- Associate's degree.
- One year of related experience.

Preferred Qualifications:

- Bachelor's Degree.
- Two years of related experience.

Additional Eligibility Qualifications:

1. Committed Christian who demonstrates personal relationship with Jesus Christ as Savior and Lord.
2. Exhibits strong commitment and dedication to the pro-life position.
3. Agree with and be willing to uphold the Code of Conduct and policies of the Center.

Position Details:

- **Location: Sarasota, FL**
- **Schedule:** This is a Part-time, up to 20 hours a week to start. Days and hours of work will be determined between Monday through Friday, 9:00 a.m. to 5 p.m. except for Wednesday, when the Center is open from 9:00 a.m. to 7:00 p.m., as determined with the Family and Education Manager. Some flexibility for a change in hours or additional work time may be requested, especially during influxes of new clients.
- **Travel:** Minimal but may include travel to local meetings and events.
- **Working Conditions:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.
- **Physical Requirements:** This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

- **Performance Evaluations:** A performance review will be held annually, and in the first year also semi-annually. The purpose of an evaluation is to provide necessary feedback, help improve job performance and set goals for future performance. Each review will include a self-evaluation and will present the input of peers and managers. There will also be an opportunity to discuss the performance evaluation with immediate supervisors. Written copies of performance evaluations will be kept in the employee's personnel file.

Note:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Sarasota Medical Pregnancy Center reserves the right to revise or change job duties and descriptions as the need arises. This job description does not constitute a written or implied contract of employment.

Apply Today:

If you are looking to impact lives at a Center that values integrity, compassion, and excellence in everything they do, then we would love to hear from you. **Apply today and be part of our life-changing work!** (contact@sarasotapregnancy.com)

Sarasota Medical Pregnancy Center is an Equal Opportunity Employer.