

PREGNANCY SERVICE CENTER, INC.
IDECIDE MANAGER

GENERAL DESCRIPTION: The iDecide manager would be responsible for the administration of our sexual risk avoidance and health program we bring to the local middle schools. This person would also present the program as needed. No experience talking about this specific topic is needed, but experience and comfort with public speaking would be helpful.

PART-TIME (During the school year this position would require approx. 35 hours per week, but during the summer we could look at 20 hours a week or less depending on situation of the right candidate. Hourly position) (To be discussed with individual candidates)

REPORTS TO: Executive Director

SUPERVISES: Volunteer instructors in the iDecide Sexual Health Program

QUALIFICATIONS:

1. Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Actively participates in a local Bible teaching church.
3. Demonstrates Godly leadership by maintaining personal, professional, and spiritual health
4. Exhibits strong commitment and dedication to the pro-life position and sexual purity
5. Agrees with and is willing to uphold the statement of principle, statement of faith, and policies of PSC
6. Has one to two years of experience in a position managing processes and staff or volunteers
7. Is willing to obtain certification as a sexual risk avoidance specialist
8. Possesses excellent written and verbal communications skills to relate to all levels of educational, religious, and service communities, the general public, and youth
9. Has a working knowledge in all Microsoft office software and social media
10. Is able to provide spiritual leadership, discipleship, and support
11. Is a highly motivated self-starter and team player
12. Experience in developing and presenting educational curricula is preferred.
13. Is sufficiently healed of any past traumas in life (abuse, molestation, abortion, etc.).*

*Staff who are post-abortive must meet with the coordinator of our post-abortion coordinator and complete the post-abortion program before being eligible to serve. This information will be kept confidential.

DUTIES & RESPONSIBILITIES:

1. Promote and communicate PSC's vision and mission, specifically the purity message
2. Assist in evaluating, creating and implementing curricula, materials and resources
3. Schedule and implement program requests and appropriate instructors and speakers
4. Serve as an in-class instructor
5. Maintain accurate records, reporting and statistics
6. Recruit and train program instructors
7. Arrange volunteer instructor training and in-service meetings
8. Audit volunteer instructor records (hours, annual evaluations, annual forms, etc.)

OTHER DUTIES:

1. Accept assignments not specifically delineated above as requested by supervisor
2. Participate in meetings, trainings, events, and fund raising efforts as requested by supervisor
3. Attend staff development workshops and conferences as approved by the executive director
4. Participate in a weekly consulting time with the supervisor to relate program needs, problems, goal-setting and implementation