

Center Director

Job Description

Objective: The director of the center is responsible for supervising the operation of the center relating to clients, volunteers, local community, and logistical processes.

Reports to: Executive Director & Client Services Director

Supervises: All staff and volunteers at the center location

Qualifications:

- Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior; and upholds the Bible as the infallible word of God.
- Hold a strong commitment and dedication to the Sanctity of Life and Pro-life issues; and a knowledge of scriptures pertaining to these issues.
- Be in full agreement with and willing to uphold the Care Net Pregnancy Center of Albuquerque's statements of faith, principles, and policies.
- Be willing to share the Gospel of Jesus Christ and teach others how to share.
- Have completed the Counselor Training class and have at least 40 hours of counseling experience, plus post-abortion counseling if applicable.
- Have excellent people skills, plus a very strong, supportive and encouraging attitude.
- Be dependable, stable and capable of following through on responsibilities and commitments with little or no supervision.
- Exhibit strong organizational and management skills, and a familiarity with general office equipment, especially computers.
- Exhibit skills in communication, public speaking, and problem solving.
- Be willing to seek ways to cooperate with public and private entities and individuals.
- Have the ability to provide spiritual leadership, discipleship and support to volunteers.

Major Responsibilities:

- Responsible for opening and closing the center during operating hours.
- Attend staff meetings and development events outside of operating business hours.
- Maintain records of clients, volunteers, supporters and various other reporting.
- Maintain inventory for center operation including materials and supplies.
- Provide an OSHA safe working environment and arrange for repairs as needed.
- Be familiar with and adhere to the center policies for handling funds.
- Promote the ministry to organizations, churches and individuals in the center's area to reach clients as well as potential donors; attend outreach events.
- Become familiar with and understanding the local culture.
- Recruit, screen, select, and provide orientations and evaluations of volunteers.
- Train personnel/volunteers as well as educate on relevant topics and policy changes.
- Schedule staff and volunteers to ensure adequate staffing & supervision.
- Facilitate regular prayer and spiritual growth for center staff and volunteers.