

# Volunteer Job Descriptions

## Objective:

To reach out to parenting families and women in unplanned pregnancies with the mercy and compassion of Jesus Christ by offering practical assistance in both word and action.

## Reports to:

Client Services Director

## Volunteer Positions:

Client Advocate, Class Instructor, Childcare, Office Aide

## Qualifications:

- A commitment to Jesus Christ as Lord and Savior.
- Faithful attendance in a local church and weekly bible studies.
- Full agreement with the PRC Statement of Belief and Statement of Faith.
- Dependable, stable, and capable of following through on commitments.
- A sincere desire to reach out to people with the love of Jesus.
- A basic understanding of human nature.
- The ability to adjust to a client's pace of progress and growth.
- Knowledge of scripture, especially pertaining to the sanctity of human life, forgiveness, and salvation.
- Ability to respect confidentiality.
- Completion of the PRC volunteer training.
- Willingness to attend volunteer meetings.
- Additional information on volunteer requirements will be provided based on position.

## Time Commitment:

A commitment of 1 year service is required. Evaluations of the volunteer will take place at various times during that time. Weekly, advocate volunteers must work at least one 4-hour shift. Some variation of time may be necessary for the other volunteer positions.

## Training and Supervision:

- Job training prior to becoming a volunteer client advocate.
- On the job orientation provided for all volunteer positions as needed.
- Volunteer meetings as needed will provide the opportunity to:
  - Pray and fellowship with other volunteers.
  - Receive new information to increase job proficiency.
  - Give input.
- Prayer support from PRC prayer warriors, Directors, Staff and Board Members.
- Materials and supplies necessary to minister to the needs of the clients.
- Resources for further education related to your position at the PRC.
- The opportunity for Client Advocates to consult with the Directors concerning hard cases.

### **Client Advocate Responsibilities:**

- To pray before each shift to allow the Holy Spirit to be in control. “Not by might, nor by power, but my Spirit, says the Lord of Hosts.” Zechariah 4:6
- To provide intervention for each client in an atmosphere of warmth and compassion through listening and other mercy skills.
- To provide accurate information and education on abortion.
- To follow all policies and procedures of the Center.
- To offer appropriate information, material resources, and referral to clients.
- To look for teachable moments with the clients in order to share the love of Jesus and His plan for salvation if acting as the Spiritual Advocate.
- To follow up with the clients appropriately according to the policies and guidelines of the Center.
- To keep current on statistics and information relating to pregnancy, abortion, and adoption through in-services, magazines, books, and newspaper articles.
- To keep current on information in the referral notebook.

### **Class Instructor Responsibilities:**

- To provide accurate information and education on pregnancy, parenting or life skills, utilizing Bright Course or another approved source.
- To follow all policies and procedures of the Center.
- To offer appropriate information, material resources, and referral to clients.
- To follow up with the clients appropriately according to the policies and guidelines of the Center.
- To provide an atmosphere of warmth and compassion through listening and other mercy skills.
- To make a commitment to lead a class consistently for a month at a time.

### **Childcare Responsibilities:**

- To provide a safe and loving environment for the care of clients’ children of during appointments or class attendance.
- To follow all policies and procedures of the Center.
- To offer appropriate information, material resources, and referral to clients.

### **Office Aide Responsibilities:**

- To follow all policies and procedures of the Center.
- To cheerfully serve at the Center in whatever capacity needed.
- To provide administrative type tasks, such as data entry, filing, folder preparation, creating gift baskets, etc.