



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, five Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Hope Pregnancy Centers (HPC) are a faith-based, non-profit, life-affirming ministry of Oklahoma Baptist Homes for Children (OBHC) offering pregnancy tests, pregnancy option education, ultrasounds, Empowered Parenting & Fatherhood programs and post abortion ministry. All services are free and confidential.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God’s love by providing hope through empowering children and their families to follow Christ.

**HPC Mission Statement:** To help young men and women have hope and choose life in the midst of an unplanned pregnancy.

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## HPC Volunteer Coordinator

**Job Description Summary:** The Volunteer Coordinator will be responsible for the performance of her duties and will be appraised by implementation, consistency, quality and performance of her assigned duties toward empowering children and their families to follow Christ.

This non-exempt position is full-time. The employee is expected to work full time hours as assigned and will receive a salary based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more.

**Location:** 318 W. Highland, Shawnee, OK

**Reports to:** HPC Director

**Requirements:** *“For an overseer, as God’s steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus’ death, burial, and resurrection (Jn. 14:6).

2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian that is actively involved in a Southern Baptist Church or a similar evangelical church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

**Educational Requirements:** *“Do you see a man skilled in his work? He will stand in the presence of kings. He will not stand in the presence of unknown men.” Proverbs 22:29, HCSB*

1. High school diploma, or equivalent.
2. Organizational and administrative skills and experience.
3. Proficient in Microsoft Office.
4. Data Entry experience helpful.
5. Ability to communicate effectively with staff, clients, leadership, and volunteers.
6. Flexible team player.

We are a religious employer and we reserve the right to discriminate based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

**Job Responsibilities:** *“Whatever you do, do it enthusiastically, as something done for the Lord and not for men” Colossians 3:23, HCSB*

1. **Provide Christ-Like Support for the Hope Pregnancy Center Volunteers.** *“Carry one another's burdens; in this way you will fulfill the law of Christ.” Galatians 6:2, HCSB*
  - A. Assist HPC director in screening potential volunteers
  - B. Provide tours to potential volunteers, and others as needed
  - C. Provide new volunteer orientations
  - D. Provide volunteer supervision, encouragement and support
  - E. Assist in new volunteer trainings
  - F. Assist in quarterly volunteer meetings
  - G. Assist with volunteer recognition and events
  - H. Assist with annual volunteer reviews
  - I. Assist in recruiting new volunteers, including speaking at churches and events
  - J. Prepare volunteer birthday and anniversary cards
  - K. Maintain volunteer roster
  - L. Maintain volunteer files
  - M. Client file review as directed by HPC director
  - N. Supervise student interns
  - O. Assist in supervising volunteer service/mission groups
  - P. Administer pregnancy tests as needed
  - Q. Meet with clients as needed
  - R. Fill in as shopkeeper as needed
  - S. Assist volunteers in providing community referrals
  - T. Phone and front desk backup #2

- U. Open and close center when needed
- V. Data entry assistance as needed
- W. Assist in Community Engagement for client marketing purposes
- X. Additional tasks as assigned

**2. Responsible for Reporting to HPC Director with Christ-Like Submission.**

*“Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist with instituted by God.” Romans 13:1, HCSB*

**3. Demonstrates Christ-like Interpersonal Skills**

*“Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel”  
Philippians 1:27, HCSB*

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

**4. Honor God’s Provision by Keeping OBHC Property Clean and Well Maintained**

*“Honor the LORD with your possessions” Proverbs 3:9a, HCSB*

- A. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up (Gal. 6:4, 5).
- B. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

**5. Additional Responsibilities**

*“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, HCSB*

- A. Maintains appropriate attire as dictated by: biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).

- D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity and only necessary items (Prov. 21:20).
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).