
Helping children. Providing homes. Supporting families. **Bringing Hope.**

Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Mission Statement

OBHC exists to show and share the love of Christ to children and their families.

Statement of Faith

Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

HPC Purpose Statement

To help young men and women have hope and choose life in the midst of an unplanned pregnancy.

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.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of **'direct patient care or direct childcare'** and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Hope Pregnancy Center, Ardmore, Oklahoma

Reports To: Hope Pregnancy Center Ardmore Director

SPIRITUAL QUALIFICATIONS

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.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
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 and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

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

QUALIFICATIONS

1. High school diploma, or equivalent.
2. Organizational and administrative skills and experience.
3. Proficient in Microsoft 365 (Specifically Teams, Outlook and SharePoint).
4. Data Entry experience helpful.
5. Ability to communicate effectively with staff, clients, leadership, and volunteers.
6. Flexible team player.

KEY RESPONSIBILITIES

1. Provide Support for Volunteers at the Center.

- a. Assist center director in screening potential volunteers
- b. Provide tours to potential volunteers, and others as needed
- c. Coordinate and administer new volunteer orientation and training sessions
- d. Provide volunteer supervision, encouragement and support
- e. Prepare volunteer birthday and anniversary cards
- f. Maintain volunteer roster & files
- g. Supervise student interns

2. Assist the Center Director with Volunteer Needs

- a. Assist in quarterly volunteer meetings
- b. Assist with volunteer recognition and events
- c. Assist with annual volunteer reviews
- d. Assist in recruiting new volunteers, including speaking at churches and events
- e. Assist in supervising volunteer service/mission groups

3. Assist with Other Office/Center Duties as Needed

- a. Administer pregnancy tests as needed
- b. Meet with clients as needed
- c. Fill in as shopkeeper as needed
- d. Assist volunteers in providing community referrals
- e. Phone and front desk backup #2
- f. Open and close center when needed
- g. Data entry assistance as needed
- h. Assist in Community Engagement for client marketing purposes
- i. Client file review as directed by HPC director

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Help ensure buildings and facilities are clean, safe, and well-maintained.
2. Follow OBHC procedures for vehicle use, building care, and maintenance reporting.
3. Report all damage and accidents to the administration.
4. Keep allotted office space, office equipment, and other resources clean and well maintained.
5. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Will attend all staff meetings and trainings.
2. Model Christ-like behavior in all interactions with staff, families, donors, volunteers, and residents.
3. Practice biblical conflict resolution and Christ-like confrontation with humility and respect.
4. Foster fellowship, emotional support, and a team-oriented spirit among staff.
5. Represent OBHC professionally at public events when requested.

6. Maintain modest dress, punctuality, and adherence to assigned hours.
7. Request time off in advance and follow organizational procedures.
8. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
9. Meet all OBHC policy qualifications and complete additional tasks as assigned by the supervisor.