

Volunteer Job Description

LIFE Pregnancy Center

Job Title: Center Staff Volunteer

Supervisor: Client Service Director
Executive Director

General Summary and Objectives

The office staff volunteer will provide services to the client within the scope of his/her training in an atmosphere of warmth and compassion with a non-judgmental attitude through listening and other practical assistance. The office staff will assist the lay consultant in providing the highest quality services possible consistent with the mission and vision of LPC and serve the clients served with respect and according to the LPC Commitment of Care.

Duties and Responsibilities

- 1) To pray before each shift to allow the Holy Spirit to be in control. “Not by might, nor by power, but by my Spirit, says the Lord of Hosts”(Zechariah 4:6)
- 2) To serve the LPC according to the in-office training procedures.
- 3) To follow all policies and procedures regarding volunteering and office follow-through.
- 4) To greet the client and make her comfortable. To assist the client with intake forms, make appointments and follow-up with telephone calls to reschedule clients.
- 5) To assist the lay consultant in providing the client with information and education on abortion, adoption, parenting and Biblical sexual values.
- 6) Maintain strict confidentiality in conversations or keeping of client files.
- 7) To assist the lay consultant by offering appropriate information about a client’s situation as well as material resources and referrals.
- 8) Volunteer commitment of 4 hours per week. Some variations on time may be negotiated with the Client Service Director.
- 9) Attend volunteer meetings every month which will provide the opportunity to pray with others, share fellowship, receive new information and give input
- 10) Be willing to serve on other committees for fundraising and public relations.

Supervision/Direction

The office staff volunteer receives direction from the lay consultant during the operational work shift. The office staff volunteer is supervised directly by the Client Service Director.

Qualifications

1. A believer in Jesus Christ as Lord and Savior and commits to obeying His Word.

2. Excellent oral and written communication skills and the ability to relate to professionals, medical staff, donors, churches, social services, volunteers and clients.
3. Excellent interpersonal skills to work with clients and influence general public.
4. Self-starter with good judgment and integrity.
5. Willingness and ability to serve clients and other LPC constituencies (including other staff, donors, vendors, etc.) in a way that honors Jesus Christ and supports and promotes the life-affirming ministry of LPC.
6. Willingness and ability to demonstrate commitment to the Mission and Vision Statements, Statement of Faith, and the LPC Commitment of Care.
7. Willingness and ability to share the Gospel of Jesus Christ by word and example, including prayer, in order to encourage clients, staff, and other LPC constituencies and to contribute to an office environment conducive to supporting the life affirming ministry of LPC.

The above description outlines the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

I have received a copy of this job description. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.

Volunteer _____
(Signature)

Date _____

Executive Director _____
(Signature)

Date _____