



Ministry Description

Volunteer 24/7 Dads Program Coordinator

A. Overview:

Primary Objective: To demonstrate the mercy and compassion of Jesus Christ by coordinating the 24/7 Dad's groups and individual coaching to develop and increase fathering relationships and skills that will positively impact the lives of Fathers and their children.

Reports To: Client Services Coordinator

Supervises: Volunteers in the 24/7 Dad's Program.

Approximate Time Involvement: The program will run 2x's per year for 4-6 months each session.

1. An initial commitment of 18 months with an option to continue.
2. Must complete the Life Advocate Training program (20 Hrs.)
3. Must complete the NFI Certification program (6 hrs, online, on demand).
4. Supervision of Volunteers and program oversight/administration: approx. 2-4hr per week.

* Coordinator may or may not take on group facilitation or coaching as needed.

B. Qualifications:

Required;

1. Be a spiritually mature Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Be a member in good standing of a local church.
2. Exhibit strong commitment and dedication to the pro-life position and biblical values of marriage and sexual purity.
3. Be in agreement with and willing to uphold the Statement of Faith, Statement of Principle and all policies of Alpha Family Center.
4. Earn the National Fatherhood Effective Facilitator's Certificate. (6 hours).

Preferred;

5. Have a minimum of two years of experience as a volunteer or an employee in a ministry setting. Experience supervising volunteers preferred.
6. Exhibit strong organizational and communication skills, with an ability to teach others.
7. Have basic computer knowledge and skills including word processing, email and database management.

8. Be able to carry out responsibilities without direct supervision.

C. Key Responsibility Areas:

1. Interact with Client Services Coordinator to ensure quality programming; program progress, solve problems, recruiting and training coaches and facilitators, etc.
2. Participate in ongoing Coordinator Training.
3. Work with 24/7 Dad program volunteers: coordinating, encouraging, supervising and evaluating.
4. Oversee the operation of the 24/7 Dad program.
5. May also include group facilitating and/or coaching.

(rev. 5/25/17 DL)



APPLICATION FOR EMPLOYMENT

Name: _____ Position Sought _____
Last First Middle Initial

Address: _____
Number and Street City State Zip code

How long have you lived at this address?: _____.

Other names used and addresses in the last 5 years: _____

Phone # _____ Email: _____

Social Security # _____ Are you over 18 years old? ___Yes ___No

Are you legally eligible for employment in the United States? (*If offered Employment, you will be required to provide documentation to verify eligibility.*) ___ Yes ___ No

Have you ever been convicted of a crime other than a minor traffic offence? (*including while in the military*) ___Yes ___No

If yes, explain: _____

Education:

High School: Number of years completed (*circle one*) 1 2 3 4 Diploma: ___Yes ___No G.E.D.: ___Yes ___No

School _____

College and/or Vocational School: Number of years completed (*circle one*) 1 2 3 4 5 6 7

School(s) _____ Address _____

Major _____ Degrees Earned (Date) _____

Describe other training, certificates or degrees: _____

Employment History:

List most recent employment first.

May we contact your present employer? ___Yes ___No

Employer: _____ Date of employment: From _____ To _____
Address: _____ Position/Duties: _____
Telephone _____ Salary _____
Supervisor name _____ Reason for leaving _____

Employer: _____ Date of employment: From _____ To _____
Address: _____ Position/Duties _____
Telephone _____ Salary _____
Supervisor name _____ Reason for leaving _____

Employer: _____ Date of employment: From _____ To _____
Address: _____ Position/Duties _____
Telephone: _____ Salary _____
Supervisorname: _____ Reason for leaving _____

Additional Information:

1. What is your reason for seeking employment here? _____

2. What special skills, talents, gifts or personality traits would you bring to this ministry?

3. This organization is a pro-life Christian ministry. We believe that our faith in Jesus Christ empowers us, enables us, and motivates us to provide services in this community. Please write a brief statement about how your faith would affect your work if hired.

References:

Please provide at least two employment references and at least two personal references (*including your pastor*):

Name	Address	Phone #	Years Acquainted	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge, and I authorize my prospective employer to verify their accuracy and to obtain reference information on my work performance and character. I give permission to my prospective employer to conduct a criminal background check to the extent that the position for which I am applying may involve interaction with minors. I release my prospective employer and any person or entity providing such reference information from any and all liability relating to the provision of such information or relating to any employment decisions made based upon such information. I understand that, if employed, any falsified statements or omissions of material information on this application may lead to my prompt dismissal. If I am offered and accept employment, I agree to fully adhere to the policies and rules of my prospective employer. However, I understand that neither the existence of such policies and rules nor anything said during my interview process shall be deemed to create an express or implied employment contract. I UNDERSTAND THAT ANY EMPLOYMENT THAT MAY BE OFFERED TO ME WILL BE FOR AN INDEFINITE DURATION AND ON AN AT-WILL BASIS. I understand that either my prospective employer or I will have the right to terminate any such employment at any time with or without notice or cause.

I further certify that I have read and that I am in full agreement with Alpha Family Center's Statement of Faith and Statement of Principle.

Signature of Applicant _____ Date _____

(7/25/2016)