



SKYLARK

Director of BRAVEheart

Job Description

Department: Advancement

Reports to: Executive Director

Position Type: Full Time

Supervises: BRAVEheart Staff and Volunteers

Objectives of the Position:

The Program Director has the responsibility of working with adult and teen volunteers and staff in the BRAVEheart program to educate and increase the awareness of the necessity of sexual risk avoidance in our community at large.

Role and Responsibilities

Program Development

1. Work with the Executive Director, Skylark Staff, BRAVEheart Staff to discuss the development, evaluation and changes in the program including staff and volunteer needs, progress of program, goal setting and implementation.
2. Oversee the recruiting, training, equipping, and developing adult and teen volunteers and staff for the BRAVEheart Program.
3. Cast a vision for the future growth of the program and connecting the resources of the program with the needs of those in the community.
4. Develop community outreach to continue program development and education of those in the community.
5. Oversee scheduling of presentations or any other team event related to the program.
6. Oversee the development of school clubs within the middle schools in Glynn County to encourage a healthy relationships and lifestyle.
7. Make one's self knowledgeable of sociological trends in sexual behavior both nationally and locally.

Discipleship/Outreach

1. Provide discipleship and counsel to adult and/or teen volunteers or clients when needed.
2. Ensure proper representation of the program at local and regional health and educational fairs.
3. Oversee training of adult and teen volunteers in all of the areas served.
4. Assist in recruiting adult and teen volunteers for the program, to oversee the interview of these volunteers, to nurture volunteers, to assess ongoing performance of these volunteers, and to follow biblical principles for confrontation when needed.
5. Develop and maintain all social media outlets, internet presence, and any other technological outreach to advance sexual purity.
6. In conjunction with the Executive Director develop and maintain marketing and advertisement to advance sexual purity in service area.

Administrative

1. Work with BRAVEheart Staff on setting up a monthly calendar of all program activities.
2. Collaborate with the BRAVEheart Staff to develop teen leadership clubs and presentations.

3. Direct the BRAVEheart Staff in project implementation, meetings, and necessary record keeping.
4. Maintain accurate records of volunteer and paid time.
5. Maintain detailed and accurate records of discipleship sessions with volunteers, clients, and potential clients.
6. Collaborate with the BRAVEheart Staff in supplying Skylark Staff with information for promotional items and monthly program prayer and praise concerns for the ministry calendar.
7. Assist in fund raising events, social events, community service events and all other events set forth by the Executive Director.
8. Attend meetings and conferences as deemed necessary by Executive Director.
9. Oversee the maintenance of accurate records and reports of progress in all areas of Teen Leadership Core, Web Site, Blitz, Mentoring, Drama, Community Service, and other related committees to present monthly, quarterly, and yearly reports of the progress of the program to the Executive Director, Director of Advancement and general ministry staff.
10. Assist the BRAVEheart Staff in overseeing the inventory control or all supplies needed to operate program (buttons, pamphlets, office supplies, etc.)

General Duties

1. Receive calls relating to the ministry and answer calls when receptionist is not available.
2. Assist with maintenance and cleaning of facility.
3. Participate in fundraising events.
4. Participate in pre and post-event mailings and additional large mailings when requested.

Qualifications

1. Demonstrate a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit, both through word and lifestyle, a strong commitment and dedication to sexual abstinence before marriage and sexual faithfulness during marriage.
3. Exhibit a strong commitment and dedication to the pro-life position.
4. Exhibit a strong commitment to unify Christians from every Christian background to function together in ministry.
5. Agree with and uphold the Statement of Principle, Statement of Faith, and the policies of Skylark.
6. Have experience managing groups of people.
7. Have a bachelor's degree.

Preferred Skills

1. Able to maintain Sexual Risk Avoidance Specialist Certification.
2. Able to maintain a working relationship with other staff members and volunteers.
3. Able to provide spiritual leadership, discipleship and support to adult and teen volunteers
4. Able to carry out responsibilities with little or no supervision.
5. Exhibit skill in leadership according to Christian principles.
6. Have an open and teachable attitude at all times.
7. Able to manage time wisely and adapt to scheduled changes when necessary.