



POSITION TITLE: FATHERHOOD COORDINATOR

Part-time, Salary, negotiable (20-24)

Background check before hire

Reports to: CEO

Subordinates: Volunteers

BRIDGEHAVEN OVERVIEW

Bridgehaven's mission is to *empower choices for life through Christ-centered education and support*. This mission is pursued by offering abortion alternatives through the following free and confidential services:

- Pregnancy tests & Ultrasounds
- Client advocacy & options discussion
- Limited STI Testing
- Take Heart Program: Pregnancy Loss & Miscarriage Care
- Earn While You Learn program for parents, including:
 - Weekly life skills classes
 - Material assistance (food, clothing, household items, diapers, wipes, and formula)
- Fatherhood Program
- Relational and sexual health education for middle, high school, and college students
- Abortion recovery mentoring, classes, and Take Courage Retreats.

GENERAL STATEMENT OF DUTIES

Bridgehaven's Fatherhood Coordinator will work to implement and oversee the Fatherhood Program, including classes, community events, curriculum, and volunteer management. This position will report directly to the CEO for the first six to 12 months as the program is being developed. Candidates must exhibit strong commitment and dedication to the importance of engaging, educating, and equipping fathers as a vital role in the life of the unborn child and in the family unit.

EXAMPLES OF ESSENTIAL WORK

Client-focused

- Provide immediate support for male clients in an atmosphere of warmth and compassion through listening and other helpful skills
- Provide accurate information about abortion, adoption, and parenting
- Ensure all paperwork required for male volunteers is tracked and kept up to date from initial contact through present
- Ensure all client information is maintained and kept confidential
- Provide counsel to male clients based upon the policies of the center
- Instruct and facilitate Fatherhood Classes that align with Bridgehaven's mission
- Engage and retain male clients through follow-up and positive personal interaction

Volunteer Management

- Recruit, screen, interview, train, and supervise Fatherhood Program volunteers
- Fosters a positive and united atmosphere among staff and volunteers

Adopted: October 2025
Revised: NA

- Create and manage a volunteer schedule for the Fatherhood program
- Be available for volunteers. Answer questions, pray, and give guidance
- Review habits and obtain input from all Fatherhood Program Volunteers annually, and stress excellence at all times with volunteers
- Assist volunteers by making their jobs as easy as possible. Ensure all information is current and all questions are answered
- Provide ongoing evaluation and training of the Fatherhood Program personnel

Program Development

- Plan, organize, and supervise all Fatherhood Program efforts
- Develop and implement a Fatherhood Program Training and an annual training schedule under the supervision of the CEO
- Work with Client Support Manager and CLO to implement classes, mentorship, events, and other initiatives
- Continue to learn and develop skills through continuing education (i.e., Care Net/Fatherhood Connect Calls)
- Work with our Client Marketing Coordinator to promote the Fatherhood Program and to network with pastors and churches in the community
- Make connections with representatives, leaders, and organizations throughout the community to promote the program and provide resources
- Connect and work with partner churches to uplift a culture of fatherhood and build a partnership
- Provide the CEO with the month-end calculations and summary of activities for the center's Board Report
- Engage prayer as a tool for empowerment, growth, and sustainability

REQUIRED KNOWLEDGE & ABILITIES

- Excellent communication skills, including verbal, written, and public speaking, with clarity and tact, especially on controversial topics.
- Excellent interpersonal skills.
- Ability to provide spiritual leadership, discipleship, and support to volunteers and staff.
- Ability to carry out responsibilities with little or no supervision.
- Ability to prioritize and delegate tasks to ensure productivity and completion of objectives.
- Detail-oriented and can manage projects from inception through execution.
- Excellent computer literacy in Microsoft Office and database management.
- Ability to interact with area churches, pastors, and other area professionals as needed.
- Capable and willing to effectively speak in public forums on behalf of the ministry.

ACCEPTABLE EXPERIENCE & TRAINING

- Men's ministry leadership and/counseling experience is preferred.
- Previous experience with non-profit operations, discipleship, and/or program development.
- Management experience is a plus, with solid skills in conflict resolution, crucial conversations, and problem-solving.

REQUIRED SPECIAL QUALIFICATIONS

- Agree with and be willing to uphold the Commitment of Care and Competence, Statement of Faith, Christian Code of Conduct, and the policies of Bridgehaven.
- Be a committed Christian with a solid commitment to a life-affirming position and the biblical standard of sexual integrity.