



3700 Galley Rd. Colorado Springs, CO 80909 www.elifenetwork.com

Life Network exists to cultivate a community that values life through the love of Christ

LIFESTEPS DIRECTOR

The LifeSteps Director is responsible for recruiting, planning, implementing, maintaining and supervising all client activities, clients, volunteers and staff associated with the LifeSteps women's parenting program. This position is multi-faceted and offers an individual a rewarding opportunity to minister to many young women in need of the love of Christ.

CLASSIFICATION

Position is full-time at 40 hours a week

RESPONSIBILITIES

- Provides strategic leadership and direction for the ministry's parenting program for women, known as LifeSteps
- Leads and directs coaches and volunteers
- Leads department's budget, annual strategic planning, prayer needs and ongoing client care
- Ensures adequate training and ongoing scheduling of staff and volunteers
- Ensures client files are accurate and up to date
- Provides mentoring to clients as needed, including oversight of LifeSteps Bible study
- Oversees and ensure effective, ongoing maintenance of a community referral network and serves as resource person for making appropriate referrals to LifeSteps clients
- Oversees orientation of staff and volunteers on new and existing resources
- Evaluates coaches on a regular basis by observation for the purpose of encouragement and training
- Oversees Life Network counseling program and manages client referrals
- Collaborates with the Pregnancy Center Director assisting in the provision of new volunteer training and program development
- Represents the department publicly through occasional public speaking and participation in a variety of public venues
- Handles additional duties as assigned by President
- Participation by all staff is required at Life Network's major events

EXPERIENCE

- High School graduate plus 4-6 years of related experience or High School graduate plus related college education
- Bilingual in Spanish or some Spanish speaking ability is desirable

QUALIFICATIONS

- Strong advocate for sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment in a local church
- A passion for the ministry accomplished through Life Network and a heart for reaching the lost of our community/world with the Gospel

- Exceptional interpersonal, organizational and communication skills, both oral and written, with a high degree of professionalism and maturity
- Proven lay counseling capabilities, including excellent listening skills with gifts of exhortation and mercy
- Good supervisory skills and ability to equip and empower others
- Teachable spirit and functions well in team environment
- Attention to detail. Efficient, organized and able to prioritize work
- Able to be flexible in unanticipated and unusual situations
- A self-starter with initiative as well as ability to exercise wisdom in the conduct of duties and responsibilities
- In good health and has ability to occasionally lift 20-30 lbs.

CONTACT INFORMATION

Please send cover letter, resume and completed application to Luz Davidson, Operations Manager, HR@elifenetwork.com or Life Network, 3700 Galley Rd., Colorado Springs, CO 80909.