

**CARE NET OF DANE COUNTY
POSITION DESCRIPTION**

JOB TITLE

- **Title:** **Fatherhood Program Coordinator**
- **Reports To:** Chief Operating Officer
- **Date Analyzed:** April 2017
- **Date Revised:**
- **Wage Category:** Non-exempt hourly
- **Hours:** 10- 20 hours/week

JOB FUNCTION

Under the supervision of the Chief Operating Officer, develop and oversee a program to serve the needs of fathers of the children whose mothers are receiving services through Care Net Pregnancy Center of Dane County. The Fatherhood Coordinator will also work with area churches and agencies to reach and offer services to fathers not yet connected with the Center.

DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB.

1. Program Development
 - a. Goals
 - b. Assessment
 - c. Growth
2. Fatherhood Advocacy
 - a. Serve as advocate for father and baby in pregnancy decision making
 - b. Connect fathers to services in clinic and in community
 - c. Spiritual growth for fathers
 - d. Evaluate barriers to participation and work to provide solutions
3. Church and Community Partnerships
 - a. Identify and establish relationships with other providers offering services to fathers
 - b. Create a system to document and report services to fathers that happen with churches or other agencies
4. Volunteer supervision and support
 - a. Grow and support a network of volunteer men to work with fathers
 - b. Work with churches to establish and maintain appropriate parameters for church volunteers to work with fathers
5. Budget
 - a. Work with supervisor and Finance Director to establish appropriate budget
 - b. Operate program within budget parameters

TIME COMMITMENT

1. Up to 20 hours per week. Flexible hours available
2. Occasional evenings and weekends may be required.

POSITION SPECIFICATIONS

- A. Ministry degree and/or experience strongly preferred.
- B. Proven history of strong leadership and program development.
- C. Strong oral and written communication skills, including social media.
- D. Proficiency with MS Office products.
- E. Complete Care Net's Staff and Volunteer Training.
- F. Show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life.
- G. Be dependent on Holy Spirit. "Not by might, nor by power, but by My Spirit, says the Lord of Hosts." Zech. 4:6
- H. Have strong commitment to the mission of Care Net Pregnancy Center and be in full agreement with Care Net's Statements of Mission, Vision and Faith, Principles, Values and Confidentiality.
- I. Attend church on a regular, weekly basis.