

## Next Step Pregnancy Solutions & Services

### Life Support Job Description

Objective of the Position: To provide ongoing support and services to Next Step in relation to the needs of the center. This position is intended to allow volunteers the opportunity to serve with gifts that they feel have been given to them, thus allowing them to serve the community through the work of Next Step. It is important to maintain a clean, organized, and professional office, both inside and out. Life Support Volunteers can help with this in a number of ways.

Key Areas of responsibility:

1. Comply with all office policies.
2. Perform any additional duties requested by the supervisor.
3. Ability to comply with the confidentiality policy.
4. Performs duties assigned by the Client Services Director or the Executive Director and in conjunction with the areas of interest verbalized by the volunteer.
5. Examples of duties include but are not limited to: Answering phone, clerical duties, cleaning and organizing the Baby Nook and Counseling Rooms, and assisting with outreach, fundraising, or awareness events.

Qualifications:

1. Strong, mature commitment to Christ and to the sanctity of human life; sense of God's calling to serve at Next Step.
2. Commitment to the mission of Next Step, agreement with Bylaws, Commitment of Care and Competence, Statement of Faith.
3. Exhibit strong commitment and dedication to the pro-life position and sexual integrity.
4. Strong interpersonal skills and evidence of successfully working within a team.
5. Able to dedicate time to the service of Next Step.

This position requires an application to be completed - see our website for full application or stop in the office for an application. In addition, a one-day, 2-3 hour orientation session is required and will be completed here at Next Step. During this training, all required forms will be completed and a personnel file will be started for you.

There is no set time commitment, you just need to have a desire to serve.

For more information, please call Next Step at (814) 226-7007.

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_