



Vision: Every child conceived is born
Our Mission: Pregnancy Help Clinic embraces life by offering support education, and hope to a woman in her pregnancy decision and life journey.

Volunteer Parent Mentor Job Description

Commitment: 3-4 hours per week

Reports to: Client Services Coordinator/ Executive Director

General Summary: Volunteers will work directly with clients participating in the Earn While You Learn Parenting Mentoring Program to increase parenting skills and provide material support.

General Responsibilities:

- Commitment of one scheduled shift per week.
- Ability to answer questions with knowledge and understanding of PHC programs and policies.
- Individually engages clients by preparing and tracking personalized lesson plans using the EWYL curriculum.
- Offers information and referrals to community resources to clients when appropriate.
- Maintains confidentiality of clients.
- Attends scheduled professional development meetings on a regular basis.
- Manages ongoing client care under supervision of Client Services Coordinator.

Knowledge and Skills:

- Solid commitment to Pregnancy Help Clinic's Mission, Statement of Belief and Values.
- Successful completion of the Volunteer Orientation and EWYL Training Manual.
- Ability to give great attention to detail.
- Excellent listening and communication skills.
- Willingness to learn Electronic Record System.

Physical Demands and Work Environment

- While performing this job, the volunteer is regularly required to stand, bend, lift, and use their hands for long periods of time.
- Job also includes reading, writing, typing and filing.
- Business casual office attire required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.