



Job Title: Educator of {project} BestLife
Sexual & Relational Health Education Program

Reports Directly To: Lead Educator

Supervises: None

Primary Objectives: Assist in the education of the Sexual and Relational Health Education Program of Lakeshore Pregnancy Center (LPC) in schools, churches, and community organizations, as it seeks to engage, empower, and equip teens to make healthy life choices. These choices are directly related to the physical, relational, intellectual, emotional, and spiritual implications of engaging in sexual activity outside of marriage.

Responsibilities:

- Make prayer an integral part of administering the Sexual and Relational Health Education Program.
- Teach sexual and relational health curriculum in schools, churches, and other community organizations as scheduled by the Lead Educator.
- Provide administrative support to the Lead Educator within the ongoing functions and maintenance of {project} BestLife – data entry, attendance and homework tracking, school correspondence, material preparation, curriculum and program development, and other specific duties as assigned by the Lead Educator.
- Perform school data entry, entering test and survey data, providing a copy of test and survey information to educators of the class(s), and maintaining a program copy.
- Work with Lead Educator to facilitate school scheduling, which includes, but is not limited to, getting necessary information to pertinent schools and Educators of {project} BestLife in a timely manner.
- Develop and maintain professional relationships with teachers, pastors, parents, and others in the community.
- Attend and contribute to staff meetings, Board meetings when requested, and special LPC events.
- Provide support and help coordinate special events related to the sexual and relational health education program.
- Work to maintain a healthy work environment.
- Research and implement current teaching methods relevant to teen culture and their health.
- Produce and execute personal objectives that will contribute to the goals of the program.
- Represent the sexual and relational health education program and LPC in the community with dignity.
- Lead parent meetings where you are the main educator.

Training:

- Complete orientation and curriculum training with the other Educators of {project} BestLife.
- Attend conferences, seminars, and workshops as agreed upon by the Lead Educator.

- Maintain and expand proficiency with general software and specialized programs that pertain to areas of responsibility, specifically Word, Excel, and Publisher.

Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Maintain and promote a lifestyle of sexual purity.
- Exhibit a strong commitment and dedication to the sanctity of all human life.
- Agree with and be willing to uphold the Statement of Faith, Statement of Principles, Mission Statement, and policies of Lakeshore Pregnancy Center.
- Be in consistent fellowship at a local church.
- Bachelor's degree in education with teacher certification or similar field, preferred.
- Experience with and a passion for teens.
- Demonstrate professional and organizational skills.
- Self-motivated team player who is dependable and able to follow through on details and tasks with little or no supervision.
- Exhibit expertise in interpersonal communication, public speaking, problem solving, and adaptability.
- Able to present sensitive material and handle confidential information with discernment, discretion, integrity, and diplomacy.
- Proficient in Microsoft Office, specifically Word, Excel, and Publisher.

Physical Demands:

- Ability to frequently use a computer and telephone.
- Ability to physically navigate both in and out of the office.
- Ability to drive and travel.

Employment Status (Check One):

- Full-Time Salaried-Exempt – 32 hours or more per week
- Part-Time Salaried-Exempt – less than 32 hours per week
- Full-Time Non Exempt – 32 hours or more per week
- Part-Time Non Exempt – less than 32 hours per week
- Part-Time Non Exempt – 24 or more, but less than 32 hours per week
- Part-Time Non Exempt – less than 24 hours per week
- Part-Time-Non Exempt – 24 hours or less per week *(900 hours per year-roughly 20-25 per week during the school year and 10-20 hours per week during the summer). Hours may vary based on schedule coordinated by Lead Educator.*

I acknowledge that I have received a copy of this job description.

Signature _____

Name (Printed) _____ Date ____/____/____

(Copy to be given to individual with the original kept in his or her personnel file.)