



# The Valley Care Pregnancy Centre

Sharing the Love & Compassion of Jesus

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## ASSISTANT DIRECTOR JOB DESCRIPTION

<b>Job Title</b>	Assistant Director
<b>Organization</b>	The Valley Care Pregnancy Centre (VCPC)
<b>Location</b>	104 Webster St., Kentville, Nova Scotia
<b>Job Type</b>	Part-Time, approximately 30 hours per week
<b>Reports To</b>	Executive Director
<b>Supervises</b>	Volunteer team members as assigned by the Executive Director

### Position Objective

The Assistant Director supports the Executive Director in carrying out the Christian mission of The Valley Care Pregnancy Centre by overseeing guest services, supervising and supporting volunteer team members, assisting with training and administration, and representing the Centre to churches, supporters, and the wider community as assigned. This is a Christian ministry leadership position. The Assistant Director is expected to uphold the Centre's Statement of Faith, Statement of Principle, mission, policies, life-affirming service model, and Christian witness.

### Christian Ministry Requirement

Because this position includes spiritual leadership, prayer, Bible study, Gospel communication, volunteer discipleship, guest care, and public representation of the Centre's Christian ministry, agreement with and adherence to the Centre's Christian beliefs and ministry standards is a bona fide occupational requirement of this position. The successful candidate must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Saviour and Lord; must agree with and uphold the Centre's Statement of Faith, Statement of Principle, Code of Conduct, and ministry policies; and must fully support the Centre's life-affirming mission, including the Centre's policy that it does not provide, recommend, or refer for abortion.

### Core Qualifications and Requirements

- **Education and Experience:** Bachelor's or master's degree in a helping field, ministry, social services, education, nonprofit leadership, or equivalent related experience. A minimum of two years of management or leadership experience in a helping, ministry, social service, or nonprofit setting is preferred. A minimum of one year of ministry experience is preferred.
- **Christian Character:** Demonstrates Christian maturity, sound judgment, discretion, humility, teachability, positive attitude, emotional steadiness, and a consistent Christian witness in attitude, speech, conduct, and relationships.
- **Christian Mission Communication:** Prepared to explain the Centre's Christian beliefs, mission, practices, and approved resources to visitors, callers, guests, supporters, and community members when appropriate.
- **Guest-Care Approach:** Demonstrates a compassionate, non-condemning, receptive, truthful, and respectful approach toward guests, volunteers, churches, donors, community partners, and other organizations.
- **Skills:** Strong interpersonal communication, listening, written communication, public speaking, discernment, volunteer leadership, confidentiality, and problem-solving skills.

- **Accountability:** Able to work independently while remaining accountable to the Executive Director and Centre policies.
- **Screening:** Employment is conditional upon satisfactory references and required screening checks, including a Criminal Record Check, Vulnerable Sector Check, Child Abuse Register Search, a letter from your auto insurance indicating coverage for work-related travel and any other screening required by Centre policy.
- **Training Requirement:** Successfully complete a mandatory 40-hour self-directed training curriculum during the initial employment phase and demonstrate the practical application of Centre policies and service boundaries.
- **Vehicle and Licensing:** Possession of a valid driver's license (appropriate class for the vehicle) and consistent access to a reliable, roadworthy personal vehicle is mandatory for work-related travel.
- **Verification:** Employment is conditional upon satisfactory references and screening checks, including a Criminal Record Check, Vulnerable Sector Check and Child Abuse Register Search.

## Time Allocation

- **Guest Services and Operations:** 70%
- **Team Leadership and Training:** 15%
- **Administration and Outreach:** 15%

These percentages are general guidance. Actual time may vary depending on guest needs, volunteer schedules, ministry events, training requirements, and direction from the Executive Director.

## Essential Functions

### Guest Services and Operations (70%)

- Provide direct guest care and ministry support, including compassionate listening, peer support, pregnancy and parenting education, practical assistance, approved referrals and occasional home delivery of material support.
- Share the Gospel of Jesus Christ with guests where appropriate, with sensitivity and permission, and in accordance with Centre policy.
- Evaluate, select, and maintain educational materials and referral resources for guest and team member use, in consultation with the Executive Director where appropriate.
- Manage operational data, including statistical tracking of guest and team member activity with the Centre.
- Ensure that guest support is delivered with dignity, compassion, truthfulness, confidentiality, respect, and proper boundaries. Identify urgent guest, safety, confidentiality, or boundary concerns and report them promptly to the Executive Director.

### Team Leadership and Training (15%)

- Supervise, train, encourage, and be available to minister to the spiritual and operational needs of volunteer team members.
- Assist in recruiting, interviewing, selecting, orienting, and training new team members.
- Assist in scheduling in-service training and annual team member evaluations.
- Facilitate team training seminars and ensure completion of required online or assigned training modules.
- Lead prayer and devotional time at the beginning of each assigned shift.
- Help volunteers understand the Centre's Christian mission, guest-care standards, confidentiality requirements, referral policies, and service boundaries.

### Administration and Outreach (15%)

- Develop and maintain the monthly schedule for guest support workers.
- Prepare the monthly prayer letter and complete general administrative duties as assigned.
- Engage local churches, youth groups, supporters, and community groups to coordinate material donations and explore ways the Centre can assist them.
- Create opportunities to represent the Centre at approved public speaking events, fundraisers, church presentations, community meetings, and donor appreciation meetings.

- Ensure all public communication is truthful, charitable, respectful, and consistent with the Centre's Christian mission and approved messaging.
- Maintain confidentiality regarding guests, donors, volunteers, staff, records, and ministry operations, and disclose any actual, potential, or perceived conflict of interest to the Executive Director.

## Service Boundaries

The Centre provides peer support, pregnancy-related education, practical assistance, spiritual care where welcomed, and approved community referrals. The Assistant Director must not represent the Centre as providing medical diagnosis, medical treatment, licensed counselling, legal advice, or abortion services. All guest support, referrals, resources, public communication, and spiritual care must remain consistent with the Centre's Statement of Faith, Statement of Principle, mission, policies, approved messaging, and life-affirming service model.

## Confidentiality, Safety, and Legal Responsibilities

- Follow Centre policy and applicable law concerning confidentiality, privacy, workplace safety, harassment prevention, vulnerable persons, minors, abuse prevention, mandatory reporting, fundraising, and charitable operations.
- Immediately report any serious safety concern, suspected abuse, breach of confidentiality, workplace harassment concern, boundary violation, or policy violation to the Executive Director or other designated authority under Centre policy.
- Use Centre records, files, phones, email, messaging, databases, and technology only for authorized ministry purposes and in accordance with Centre policy.
- Comply with all approved Centre policies, including the staff policy manual, confidentiality agreement, screening policy, workplace harassment policy, ministry conduct policy, and any other policies approved by the Centre.

## Working Hours and Conditions

- **Core Hours:** Tuesday, Wednesday, and Thursday, 9:30 a.m. to 5:00 p.m., including pre-opening meetings, prayer/devotional time, and post-closing administrative work.
- **Additional Hours:** Remaining weekly hours will be scheduled for administration, training, outreach, fundraising support, events, guest follow-up & deliveries, and other duties as assigned by the Executive Director.
- **After-Hours Communication:** After-hours guest communication (answering calls & texts) may be required as assigned. All hours worked, including required after-hours communication, must be accurately logged and submitted in accordance with Centre policy and the employment agreement.
- Additional hours, overtime, or time-off-in-lieu arrangements must be approved and administered in accordance with Nova Scotia Labour Standards and the employment agreement.

## Compensation and Employment Terms

This is a part-time position of approximately 30 hours per week, compensation is to be determined, subject to applicable statutory deductions and with required employer contributions made in accordance with law, including Canada Pension Plan (CPP) and Employment Insurance (EI). Compensation includes a non-taxable vehicle allowance for approved work-related travel, reimbursed at the standard Canada Revenue Agency (CRA) per-kilometer rate (currently \$0.73/km for the 2026 tax year).

For payroll and time-tracking purposes, the regular hourly rate shall be calculated in accordance with the employment agreement. All required after-hours work must be logged and approved. Vacation pay, paid leave, overtime, time off in lieu, expense reimbursement, statutory deductions, employer contributions, and other employment terms shall be administered in accordance with Nova Scotia Labour Standards, applicable federal payroll requirements, the employment agreement, and Centre policy.

## **Accommodation and Equal Opportunity**

The Valley Care Pregnancy Centre is an equal opportunity employer, subject to bona fide occupational requirements connected to its Christian religious mission and this ministry leadership role. Accommodations are available upon request for candidates taking part in the selection process, provided that any accommodation does not remove or undermine bona fide occupational, religious, ministry, safety, confidentiality, or legal requirements of this position.