Fatherhood Program Coordinator

Position Title: Fatherhood Program Coordinator
Organization: BrightLife Resources, a division of ClaraVita Medical
Schedule: Part-time, hours will gradually increase as program needs develop
Reports to: Client Services Director

Objectives

The Fatherhood Program Coordinator leads and develops BrightLife Resources' fatherhood initiatives, providing mentorship, education, and practical support to expectant and new fathers. Working closely with the Client Services Director, this role helps strengthen families, promote healthy relationships, and ensure programming aligns with the mission and values of ClaraVita Medical and BrightLife Resources.

Qualifications

1. Personally committed to the Christian faith and the sanctity of human life
2. Willing to uphold ClaraVita Medical's Statement of Faith, Statement of Principle, and standards of care
3. Demonstrated ability to support fathers, mothers, children, and families with compassion, professionalism, and sound judgment.
4. Strong relational, communication, mentoring, and boundary-setting skills.
5. Ability to work effectively with men from varied backgrounds and life circumstances.
6. Experience in fatherhood programming, mentoring, coaching, case management, ministry, social services, education, or family support preferred.
7. Willingness to complete training in approved fatherhood, parenting, and client-support curricula.
8. Ability to collaborate with staff, volunteers, churches, community partners, and service providers.

Responsibilities

Fatherhood Education and Mentorship

1. Develop and lead the fatherhood program under the supervision of the Client Services Director, engaging fathers in the community through one-on-one and group support.
2. Teach approved fatherhood, parenting, and family-strengthening curricula, including practical skills such as child development, infant care, co-parenting, communication, and healthy relationships.
3. Provide mentorship, encouragement, and goal-setting support to help fathers grow in responsibility, stability, and healthy involvement in their children's lives.

Client Advocacy and Support

1. Create a welcoming and respectful environment for fathers seeking guidance and support.
2. Provide strengths-based support, help fathers address barriers to stability, and connect them with appropriate services and referrals.
3. Work with the Client Services Director to include fathers in care plans, education, and referrals while maintaining confidentiality and professional standards.

Volunteer and Advocate Development

1. Assist in recruiting, training, supporting, and supervising male client advocates, mentors, and fatherhood coaches.
2. Help build a team culture of integrity, compassion, accountability, and respect that reflects the organization's mission and program standards.
3. Communicate regularly with the Client Services Director regarding volunteer needs, concerns, training, and program development.

Resource Connection and Family Stability

1. Assess fathers' practical needs and connect them with relevant internal and community resources.
2. Maintain awareness of local services related to employment, housing, transportation, education, counseling, recovery support, and other family-stability needs.
3. Build relationships with service providers and help fathers access appropriate classes, referrals, and material support.

Community Outreach and Partnerships

1. Develop relationships with churches, nonprofits, schools, civic organizations, and other community partners to promote healthy fatherhood and family stability.
2. Represent BrightLife Resources at community events, trainings, outreach opportunities, and partnership meetings as requested.
3. Work with leadership to increase awareness of fatherhood services and identify opportunities for program growth and collaboration.

Program Administration

1. Support the development, organization, and daily operation of the Fatherhood Program.
2. Track attendance, goals, referrals, outcomes, and other required documentation in a timely and accurate manner.
3. Prepare reports and updates, participate in staff meetings and trainings, and collaborate with the Client Services Director on planning, evaluation, curriculum, volunteer development, and program growth.

Physical and Work Requirements

1. Ability to meet with clients, volunteers, staff, and community partners individually and in groups.
2. Ability to use computer systems for documentation, communication, scheduling, and reporting.
3. Ability to maintain professional boundaries, respond appropriately in sensitive situations, and work flexible hours as needed, including occasional evenings or events.

Position Summary

This developing part-time position is expected to grow as the Fatherhood Program expands. The ideal candidate will be committed to life-affirming family support and able to encourage fathers toward confidence, responsibility, and healthy involvement with their children.

This role offers an opportunity to help fathers step forward with dignity, purpose, and hope while strengthening families in the community.

To apply or learn more, please contact:

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