



**Volunteer  
Coordinator Job  
Description  
Part-Time  
Non-Exempt  
(Hourly)**

<b>Position Title:</b>	<i>Volunteer Coordinator</i>
<b>Reports To:</b>	<i>Parish Manager</i>

### **Purpose**

Supervises time and talent volunteer opportunities and coordinates activities in specified projects or ministries within the parish to help strengthen and extend our volunteer ministries and projects.

Collaborates with the Communications Coordinator as part of the Stewardship staff. Collaborates with members of the Administrative Staff, the Pastoral Staff, and other groups and individuals as needed.

Works approximately 21 hours weekly. Days/times to be determined.

### **Duties and Responsibilities**

Coordinates organization and development of parish volunteers by:

- Develops and coordinates the annual Time and Talent Ministry sign up and any associated events, such as a Ministry Fair;
- Maintains lists of current volunteer ministers for all parish ministries on the Fellowship One system;
- Informs volunteers of policies, procedures, and standards of volunteer ministry/service and maintains the Parish Leadership Handbook;
- Follow up to ensure the volunteer is contacted regarding their potential involvement in their selected ministries;
- Develops and participates in programs of public recognition for volunteer ministers;
- Prepares and maintains records of volunteer service programs, needs, and donations, especially through the Fellowship One system;
- Develops recruitment programs for parish organizations, as required;
- Monitors inclusion of volunteer criteria (job descriptions) for each ministry in the inFellowship database, contacting ministry chairpeople as needed;



- Develops volunteer committee to assist in the ongoing tasks of Volunteer Coordination;
- Meets with selected ministries to help them understand and utilize new technology; and
- Communicates on a regular basis (quarterly) to all volunteer leadership on issues of common concern.

Supports the parish database users by:

- Administering Fellowship and inFellowship databases as required;
- Encouraging volunteers in the use of electronic media and the inFellowship system; and
- Training staff members and volunteers in the Fellowship, inFellowship, and SchoolDude Community Calendar systems, as required.

Enhances parish administration by:

- Provides occasional backup to Communications Coordinator, specifically related to the weekly *Sunday Steward* parish bulletin; and
- Supports administrative and pastoral staff regarding the parish database, Fellowship One.

## Qualifications

Education

- Bachelor degree preferred
- Experience (paid and/or volunteer) in volunteer development and/or communications in a not-for-profit setting highly desired
- Equivalent combination of education and experience

Excellent written and verbal communication skills, including

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or archdiocesan regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of parishioners, many of whom have professional/executive positions.

Excellent computer skills utilizing standard graphic and word processing programs, preferably including:

- Microsoft Office
- InDesign
- Pages and/or Word
- Mac OS
- Numbers and/or Excel

Should be highly organized and possess an excellent professional demeanor.



**Working Conditions**

No special working conditions.

**Physical Requirements**

No special physical requirements.

**Direct Reports**

No direct reporting relationship from employees.

<b>Approved By:</b>	
<b>Date Approved:</b>	
<b>Reviewed:</b>	

