

**Cap Corps Midwest Director – Detroit, MI or Milwaukee, WI
The Province of St. Joseph of the Capuchin Order**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order is currently seeking a Cap Corps Midwest Ministry Director. The primary responsibilities of the Cap Corps Ministry Director will be to direct the program by recruiting and supporting full-time volunteers who will explore social justice and Franciscan spirituality through intentional community living and working full-time with a non-profit.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Develop and implement a comprehensive plan to meet the ongoing volunteer needs of Province of St. Joseph ministries in Michigan, Wisconsin and Montana and other ministries
- Screen ministries to ensure their work is consistent with the Province's Mission, Vision and Values
- Develop relationships with college campus ministries, service learning departments and other campus based groups, as well as community organizations in the cities of service
- Conducts and facilitates screening, placement and orientation with volunteers.
- Trains and supports local coordinator teams
- Facilitates multiple retreats and workshops throughout the year
- Responsible for the spiritual formation of volunteers, as well as ongoing mentoring
- Oversees budget and tracks financial expenses of the program
- Conducts fundraising activities the ministry
- Serves as liaison between the program and Cap Corps service sites
- Comply with Province and ministry policies, procedures, guidelines and standards
- Ability to travel frequently

Qualifications: The desired minimum education and experience level for this position is a Bachelor's degree, experience with a full-time volunteer program, and at least 1 year experience supervising employees or volunteers.

Skills: Proficient in MS Office software. Demonstrated understanding of how to use and incorporate social media throughout the ministry. Proficient in English and a secondary language (written and spoken).

Please submit letter of interest and resume to:

employment@thecapuchins.org Include Cap Corps Midwest Director in the subject line.

OR

Attention: Human Resources

Cap Corps Midwest Director
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207