

**Volunteer Coordinator – Capuchin Soup Kitchen
The Province of St. Joseph of the Capuchin Order - Detroit**

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 Full Time Volunteer Coordinator for our Capuchin Soup Kitchen/CSK ministry. As one of the members of the Volunteer Coordinator (VC) team, your role will be to collaborate with management, volunteer groups and the other volunteer coordinators to ensure our CSK sites have adequate support on a daily basis.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Foster an environment of hospitality and warmth with all volunteers in order to create a welcoming atmosphere for all.
- Respond to incoming calls, voicemails and emails in a timely and professional manner.
- Maintain volunteer calendar in coordination with other members of the VC team.
- Maintain communication and coordination with volunteers throughout the scheduling process.
- Present orientations for incoming volunteers.
- Record community service hours for adjudicated workers.
- Ensure proper paperwork and relevant background checks are completed prior to their scheduled dates.
- Ensure volunteers have all relevant information and reminders for their days of service.
- Develop ways to attract new volunteers in conjunction with other volunteer coordinators and CSK Leadership.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Minimum of Associates Degree or equivalent experience. Must have two years experience coordinating volunteers. Must attend Protecting God’s Children workshop within 30 days of hire. Non Profit experience preferred. Must be able to: work independently and as part of a team; have good writing skills; have attention to detail; display effective hospitality skills; work with people of various backgrounds and life experiences; have an appreciation of the mission and a belief in the value of spiritual and human development; have a professional demeanor and appearance.

Classification: 40 hours a week, Full Time Hourly Non-Exempt

Schedule: Flexible hours – Monday through Friday 8am through 7pm, Saturdays 8am to 2pm

(Expectation is to work up to 40 hours a week, no more than 5 days/wk, prioritizing new volunteer groups.)

The Review of resumes will begin immediately. Please send letter of interest and resume to: employment@thecapuchins.org Please include “Volunteer Coordinator” in the subject line.

Or mail to:

Attention: Human Resources

Volunteer Coordinator

The Province of St. Joseph of the Capuchin Order

1820 Mt. Elliott Street

Detroit, MI 48207

Open for Internal and External Candidates 02/17/18 through 03/11/18