

Director, Volunteer Services
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 Director, Volunteer Services is responsible for planning, managing and executing a volunteer engagement strategy that ensures volunteers are welcomed with hospitality and able to assist in the programs of the Province.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Plans, implements and monitors service of volunteers in all ministries and programs
- Serves as consultant to ministries regarding recruitment and assignments of volunteers
- In collaboration with the Director, Provincial Ministries, develop and maintain an understanding of volunteer positions and programs for volunteer orientation and training
- Work with Volunteer Coordinators to design, develop implement and maintain a province wide information system database, engagement program and promotional material for volunteers.
- Monitors trends and applies information to the development of the policies and programs, maintaining and updating Volunteer Coordination Manual, Operations Policy, Volunteer Handbook, and other related documents
- Manage volunteer database
- Manage and train Volunteer Coordinators in all ministries, meeting regularly to ensure continuity of processes throughout Province
- In collaboration with volunteer coordinators, create small and large-scale volunteer activities and appreciation events at ministry sites throughout the year
- Promote volunteerism by participating in POSJ programs and events, hosting tours and developing community contacts
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: Bachelor degree in communications, journalism, PR or related field, 3 yrs. Exp working with and/or as a volunteer. Effective verbal and written communication, organization and interpersonal skills, Effective Microsoft Office skills, ability to work a flexible schedule/weekends/holidays, Knowledge of Catholic and Franciscan tradition, ability to prepare and interpret reports, ability to travel between sites and out of state.

Review of resumes will begin immediately.

Interested candidates can apply in any of the follow 3 ways:

1. Pick up an application at the Meldrum Soup Kitchen site OR
Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Director, Volunteer Services in the subject line.
(Or)
3. Attention: Human Resources
Re: Director, Volunteer Services
The Province of St. Joseph of the Capuchin Order
4390 Conner, Detroit, MI 48215-2254