

Volunteer Coordinator – Full time
The Province of St. Joseph of the Capuchin Order
Capuchin Community Services – Milwaukee, WI

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 Volunteer Coordinator who will work to ensure volunteers and community service candidates are oriented to the mission and values of the Province of St. Joseph, trained and scheduled to their task for various duties within the ministry.

Responsibilities:

- Demonstrate, exemplify and support The Province of St. Joseph of the Capuchin Order Mission, Vision and Values and Capuchin Community Services Ministry
- Develop and sustain a volunteer community that supports the Capuchin Community Services Ministries (CCS)
- Coordinate with site managers to identify and meet ministry operational needs and match opportunities with groups, individuals and community service candidates
- Maintain and share on-line calendars for scheduling volunteers for all ministry activities
- Effectively communicate with people of diverse religious traditions and cultures in all areas of ministry
- Serve as lead site contact for individuals and groups
- Ensure all volunteers and community service candidates receive proper background checks, orientation and training as needed
- Collaborate with Public Relations and Development Offices to promote ministries and engage existing and potential volunteers
- Sustain and develop connections and do outreach with the faith based and nonprofit direct service communities with focus on those that address hunger and homelessness
- Assist in various events such as Justice Orientation and Urban Plunge and Walk for the Hungry
- Track and report volunteer activities to ministry staff as requested
- Comply with Province and ministry policies, procedures, guidelines and standards

Qualifications: The qualified candidate will be a High School graduate or GED and 2 years of experience in volunteer coordinator capacity or Associates Degree; ability to use Microsoft Office/Word/Excel, detail oriented, ability to work a flexible schedule including evenings and weekends; effective verbal and written communication skills.

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

1. Pick up an application at the St. Bens Meal site.
OR Submit letter of interest and resume to:
2. employment@thecapuchins.org Include Volunteer Coordinator in the subject.
3. Attention: Human Resources
Volunteer Coordinator
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207