

**Volunteer Coordinator – Capuchin Soup Kitchen  
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 Volunteer Coordinator 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 tasks for various duties within the ministry.

**Responsibilities:**

- Demonstrate, exemplify and support the mission, vision and values of The Province of St. Joseph of the Capuchin Order and its Capuchin Community Services ministry
- Develop and sustain a volunteer community that supports programs of the Capuchin Soup Kitchen
- Coordinate with 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 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 holiday celebrations
- Coordinate volunteers for annual drives
- Fill in as needed when volunteers are not available doing tasks such as serving food or working in the pantry
- Track and report volunteer activities to ministry staff as requested
- Assist with and attend annual Volunteer Appreciation Dinner
- Comply with Province and ministry policies, procedures, guidelines, and standards

**Qualifications:** H.S diploma or GED, 2 yrs. of exp. in volunteer coordinator capacity or Associates Degree. Exp. as volunteer or in community engagement activities, interpersonal, organizational and communication skills, ability to work a flexible schedule including some weekends and holidays, able to be welcoming and professional, effective Microsoft Office skills. Local travel required

Employees may apply by sending an interval application, available from Human Resources, to [employment@thecapuchins.org](mailto:employment@thecapuchins.org)

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

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

**Review of resumes will begin immediately**