**Volunteer Coordinator – Part Time**

**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 Capuchin Soup Kitchen, a Ministry of The Province of St. Joseph of the Capuchin Order, is currently seeking a Volunteer Coordinator to plan, organize and coordinate volunteers at our various Capuchin Soup Kitchen locations.

Essential Duties include:

* Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
* Respond to incoming calls and voicemails in a timely and professional manner
* Maintain volunteer calendar in coordination with other members of the volunteer coordination staff
* Maintain communication and coordination with volunteers throughout the volunteer process
* Record community service hours for adjudicated workers
* Serve as backup to various orientation tasks
* Ensure any proper paperwork and any relevant background checks are completed by volunteers prior to their scheduled volunteer dates
* Ensure volunteers have all relevant information and reminders for their day(s) of service
* Develop ways to attract new volunteers in coordination of volunteer staff
* Complete administrative tasks for the volunteer department; word processing, copying, faxing, filing, etc.
* Perform other duties as assigned

Qualifications: The desired education and experience level for this position are a minimum of a high school diploma or GED with some experience in an office environment. Computer experience with MS Word, Excel and outlook is required. Must demonstrate organizational and interpersonal skills and show strong attention to detail

Typical work week: 25 hours/week, M-F, 8am – 1pm with occasional Saturdays.

Reports to Conner Location Manager. Some travel may be required on occasion between sites.

The review of resumes will begin immediately.

Please send letter of interest and resume to: [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Please include “Volunteer Coordinator – Part Time” in the subject line.

Or mail to: Attention: Human Resources

Volunteer Coordinator – Part Time

The Province of St. Joseph of the Capuchin Order

1820 Mt. Elliott Street

Detroit, MI 48207