

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.
- 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.
- Complete administrative tasks for the VC department.
- Comply with Province and ministry policies, procedures, guidelines and standards.

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 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