



Volunteer Coordinator
Capuchin Soup Kitchen - Services Center
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.

Capuchin Soup Kitchen

The Capuchin Soup Kitchen, a ministry of the Province of St. Joseph of the Capuchin Order located in Detroit, MI, serves individuals experiencing poverty and hunger by providing nutritious meals and supportive services. Our many programs include two meal sites (Conner and Meldrum), a Services Center, Earthworks Urban Farm, the Rosa Parks Children's and Youth Program, On the Rise Bakery and Café, and Jefferson House—a residential treatment program for men recovering from substance use disorders.

Position Overview

We are seeking a full-time Volunteer Coordinator to join our team at the Capuchin Services Center in Detroit, Michigan. The Volunteer Coordinator ensures that volunteers and community service participants are welcomed, oriented to the mission and values of the Province of St. Joseph, and effectively trained and scheduled for service. This role supports a variety of ministry activities, including work in the food and clothing pantry.

Position Hours

- Monday – Friday
 - 8:30AM – 4:30PM

Essential Duties and Responsibilities

- Demonstrate, exemplify, and support the Capuchin Charism and Provincial Mission, Vision, and Values throughout all professional responsibilities and activities.
- Develop and sustain a volunteer community that supports the Capuchin programs.
- 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.
- Be available for all ministry events.
- Fill in as needed when volunteers are not available doing tasks such as serving food.
- 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

- High school graduate or GED.
- 2 years' experience in volunteer coordinator capacity or Associates Degree.
- Experience as volunteer or in community engagement activities.
- Knowledge of Volunteer Hub or similar software helpful.
- Effective time management, problem solving, interpersonal, organizational, presentation and verbal and written communication skills.
- Effective Microsoft Office skills.
- Ability to work a flexible schedule including some holidays.
- Ability to handle multiple projects simultaneously.
- Able to be welcoming and professional and travel locally.

Competitive Benefits Package

The Province of St. Joseph of the Capuchin Order works to support our employees by offering a comprehensive benefit package, including:

- Medical, dental, and vision insurance.
- Disability and life insurance.
- Tuition assistance.
- Traditional pension plan and 403(b) retirement savings.
- Generous paid time off (PTO) and holidays.

How to apply:

Interested candidates can apply by submitting letter of interest and resume to employment@thecapuchins.org – include **Volunteer Coordinator** in subject line.

Current employees may apply by submitting resume or internal application (available from HR or your supervisor) to employment@thecapuchins.org