



**Volunteer Coordinator
Capuchin Community Services – House of Peace
Milwaukee, Wisconsin
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 Franciscan Province of St. Joseph

The Capuchin Franciscan Province of St. Joseph is a religious community of friars inspired by St. Francis of Assisi. The friars live and work with those who struggle with challenging circumstances and serve God through prayer and the work they do, in the communities they serve.

Position Overview

Capuchin Community Services (CCS) is a ministry of the Province of St. Joseph. Some of the services include a pantry, clothing closet and meal program at its two locations, the House of Peace and the St. Ben's Community Meal. The Volunteer Coordinator for CCS 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 various duties and tasks within the ministry. This position will work primarily at House of Peace (HOP) and be available to help at St. Ben's Community Meal Site and during CCS events to ensure continuity of services.

ESSENTIAL DUTIES AND 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 House of Peace and Capuchin Community Services (CCS).
- Coordinate with site managers to identify and meet the operational needs of the ministry and match opportunities with groups, individuals, and community service candidates.
- Maintain regular communications and collaboration with the Province's Director of Volunteer Services and assist with volunteer-related events and activities.
- Maintain and share on-line calendars for scheduling volunteers for all ministry activities and ensuring the Assistant Director is aware of schedules and commitments.
- Serve as lead site contact for individuals and groups.
- Collaborate with Assistant Director to ensure coverage.

- Ensure all volunteers and community service candidates receive proper background checks, orientation, and training as needed and are properly registered through Volunteer Hub or another similar platform used by the Province.
- 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 Orientations, Urban Plunges, annual Walk for the Hungry.
- Work with St. Bens Volunteer Coordinator to coordinate volunteers for annual drives such as Hygiene Kit, Holiday Box, and Back to School.
- Be available for all CCS activities and events.
- Track and report volunteer activities to ministry staff as requested.
- Work with St. Ben's Volunteer Coordinator to coordinate annual Volunteer Appreciation Event.
- 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
- Protecting All God's Children Certificate or ability to attain within 60 days
- Ability to effectively engage with volunteers
- Effective Microsoft Office skills
- Effective time management, problem solving, interpersonal, organizational, presentation and verbal and written communication skills
- Ability to maintain confidentiality
- Must be able to lift and move up to 20 pounds
- Ability 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:

- Tuition assistance.
- Pension plan
- Employee needs assistance.
- 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