

**St Michael Catholic Community**  
**Job Posting: Volunteer Coordinator**

Volunteers are the life blood of any non-profit organization, especially in a Catholic parish. **St Michael Catholic Community in Calgary, AB** is seeking a Volunteer Coordinator on a permanent part-time basis (25 hours/week) who reports to the pastor. In this newly created position, the Volunteer Coordinator will collaborate with more than 1,000 volunteers in over 40 ministries to impact our 8,000-member community. If you're ready to engage our parishioners as they continue to share their time and talent in the service of God's Kingdom, please apply.

**Activities and Responsibilities**

- Assist parish ministry leaders in skill-development, creating job descriptions, managing their teams, and preparing succession planning
- Conduct a personal gifts assessment for each new volunteer
- Create and maintain a process to match volunteers with various volunteer opportunities within the parish
- Facilitate volunteer evaluations during and post-ministry involvement
- Coordinate ministry recruitment fairs and regularly promote volunteer opportunities
- Host regular volunteer and ministry leader appreciation events
- Ensure compliance with the Roman Catholic Diocese of Calgary's volunteer screening protocols

**Skills, Experience, Personal Traits and Qualifications**

- Post-secondary education or equivalent training and experience
- Strong organizational and interpersonal skills
- Excellent oral communication, basic computer and written skills
- Ability to work on evenings and weekends in a flexible workplace environment
- Have a valid driver's license
- A fully initiated Catholic in communion with the Catholic Church
- Comfortable with accountability and sensitivity to the observance of personal boundaries and the Roman Catholic Diocese of Calgary's model code of conduct.

To apply, send résumé and 3 references to:

Luisa Adams

St Michael Catholic Community

800 85 St SW, Calgary AB T3H 4C7

Phone: (403) 249-0423 ladams@saintmichael.ca

Salary to be negotiated. Thank you in advance for applying. Only those applicants who have been short-listed will be contacted. **Application deadline: Monday, April 16, 2018 at 12PM**