



Sisters of St. Joseph of Carondelet

St. Paul Province

Volunteer Coordinator

20 hours per week. Eligible for Essential Safe & Sick Time and free parking. \$22.00 – \$25.00 per hour.

Please send resume or request for application to apply@csjstpaul.org

POSITION SUMMARY:

The volunteer coordinator supports the mission and values of the clinic by overseeing and supporting the volunteers that serve the St. Mary's Health Clinics operations. This includes recruitment, development and training, scheduling, and fostering strong relationships among the volunteers, staff and CSJ community.

DUTIES & RESPONSIBILITIES:

- Establish and develop the volunteer program for recruiting, screening, training, supporting, and recognizing the volunteers who support St. Mary's Health Clinics (SMHC).
- Work with clinic leadership to establish volunteer needs, assignments, and evaluation of performance.
- Promote volunteering through recruitment and profile-raising strategies.
- Communicate regularly and consistently with volunteers through various media about the CSJ community and SMHC activities.
- Collect and report to the staff, leadership and the board of directors, the work of the volunteers, the hours worked and roles providing services.
- Organize and facilitate volunteer recognition and appreciation activities and/or events.
- Serve as a bridge builder fostering and supporting effective working relationships within the CSJ community, the broader community at large, while supporting the work of SMHC.
- Review policies and volunteer handbook for updated and current information, maintaining its accuracy.
- Maintain current information within the greater community related to volunteerism and any changes in local/state policies, etc.
- Attending department meetings, planning and budget development sessions to provide input related to volunteer needs.
- Serve on committees or special projects as needed.
- Maintain and update roster of volunteers' contact information.
- Participate in special events or activities or external work-related events representing SMHC and the CSJ community.
- Other responsibilities as assigned for the good of the organization.

QUALIFICATIONS / SKILLS / EXPERIENCE:

Minimum two-year degree with volunteer coordinator experience. Four-year degree preferred. Non-profit / medical setting. Detail oriented with strong organizational skills. Ability to multi-task in busy office environment. Adaptable, flexible, able to adjust to unexpected situations such as absenteeism or immediate adjustments to meet staff needs.

Equity Statement Purpose

The CSJ Charism of unifying love affirms the inherent value of all people and all life within the earth community. Together we build a community that encourages, celebrates, and moves always toward diversity and accountability in all our practices. This is our collective work.

To this end, the CSJ Community works for equity and inclusion within and beyond the CSJ Community. We join with others and welcome others to join us, as we hold each other consistently accountable and live out our mission of *moving always toward profound love of God and love of neighbor without distinction.*