



**Job Title:** St. John Learning Center Volunteer Coordinator

**FLSA Code:** Non-Exempt (Hourly)

**Written/Revised:** 08/16/17

**Pay:** \$15.00 per hour

**Parish:** The Community of Holy Rosary & St. John the Evangelist

**Hours per week:** 15-20 hours per week; additional hours during weeks with special events (approved by pastor)

**Responsible to:** Pastor

## **I. JOB SUMMARY**

The St. John Learning Center Volunteer Coordinator will have three separate but related sets of responsibilities, outlined below.

The first aspect of the job is to recruit and manage volunteers for the St. John Learning Center. Recruitment could be done in a variety of ways (articles, online volunteer databases, networking with corporations, churches, and other entities, etc.). Managing the volunteers will involve making sure they follow through as planned and being there during their classes to open and close the building, assist the volunteers with any requests they have (like access to the copier), etc. Current programs in need of volunteers are the GED program and computer classes. Future programs will include mentoring, job skills workshops, a job fair, health classes, and other adult education opportunities.

The second aspect of the job is to build collaborations with other nonprofits to provide programs at the St. John Learning Center, such as other classes, a job fair, mentoring, etc. Maintaining good relationships with the other programs/nonprofits in the St. John Community Center (St. John Food Pantry, Community Kitchen, Order of Malta Center of Care Health Center, etc.) will be important, but expanding those collaborations to other organizations and groups will also be important for future programs/classes.

The third aspect of the job involves working with the grant writer for the St. John Learning Center to obtain and maintain accurate numbers for reports for grant writing purposes, etc. This includes working with volunteers to get accurate class counts, etc.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals. The person in this position is expected to use personal judgment in carrying out routine duties and responsibilities of the parish.

## **II. ESSENTIAL JOB RESPONSIBILITIES**

1. Recruit volunteers through articles, flyers, online volunteer databases, networking with corporations, churches, nonprofits, and other organizations, etc. (some assistance will be available from the Holy Rosary-St. John grant writer who will also help to manage St. John Learning Center communications such as its email newsletter and social media and who can assist with online volunteer recruitment tools).
2. Build collaborations with nonprofits, corporations, churches, and other organizations to provide additional services, such as job fairs, mentoring, referrals to other education and job-related services, etc.

3. Work with volunteers, students and teachers to identify and obtain needed supplies, materials and other items for programs (there will be a budget for programs and the St. John Learning Center grant writer will assist in locating possible donations of supplies and materials).
4. Register students for programs and assist with forms needed for GED tests, etc.
5. Design materials, such as class sign-in lists, certificates of completion, and other forms needed to keep track of students for records and grant purposes.
6. Design materials such as flyers and class schedules to promote the programs at the St. John Learning Center.
7. Provide access for volunteers in and out of the St. John Community Center and other facilities. Be available during class times to assist with access to copier and other supplies.
8. Work with the Learning Center grant writer to make sure that information is kept regarding classes, class attendance, number who finished classes, etc. for the purposes of grant reports, grant writing and fundraising.
9. Work with other staff members to reserve facilities, coordinate publicity, make sure events do not conflict with each other, obtain supplies, etc.
10. Consult with pastor and grant writer in reviewing materials and designing programs, preparing a yearly budget, etc.
11. Ability to work with technology, use email, use a laptop, design documents, etc.
12. Keep the pastor informed of activities and prepare reports as needed for pastor/committees.
13. Monitor compliance of volunteers with safe environment policies.
14. Comply with federal, state and local laws.
15. Maintain a safe work area.
16. Regular attendance and punctuality is essential for this job.
17. Perform other duties as assigned.

### III. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required:** Compliance with BCI&I background checks and completion of Protecting God's Children program.

**Education:** Four-year degree preferred. Experience considered in lieu of four-year degree.

**Experience:** 1 to 3 years volunteer experience or similar experience is required; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative leadership is required.

**Job Related Skills:** Project planning and tracking skills, budget preparation and tracking skills, along with the ability to multitask are mandatory for this position. Strong writing skills, excellent speaking and teaching skills, along with the ability to speak to a diverse audience from priests, to parents, to young people is required. Computer and software skills are all necessary for this position.

**Interpersonal Skills:** The ability to work well with others in a collaborative team environment.

**Language skills:** Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, and memos.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Working Environment:** The ability to maintain all information highly confidential. Evening and weekend work hours will be required.

#### **IV. PHYSICAL STRENGTH DEMANDS**

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance. Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for sedentary work.

**For more information or to submit a resume, contact  
[holy.rosary.st.john@gmail.com](mailto:holy.rosary.st.john@gmail.com) or call (614) 252-5926, ext. 7.**

**ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

Employee understands that as an employee of a Catholic institution employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the employer has the right to dismiss employee for violation of these standards, thereby terminating any and all rights employee may have to continued employment.

**ADHERENCE TO CHURCH TEACHINGS**

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is on line at here [http://www.vatican.va/archive/ENG0015/\\_INDEX.HTM](http://www.vatican.va/archive/ENG0015/_INDEX.HTM).

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The following items marked with an “X” are the physical and mental job requirements that are **essential** for this position.

Date

**Physical**

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
  - X Stairs
  - Ladders
  - Scaffoldings
  - X Ramps
  - Poles
  - In-Out/Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
- X Crawling
- X Reaching
- Running
- X Head and Neck Movement
- X Movement Across Mid-line

**Coordination**

- X Balancing
- X Handling
- X Controls (buttons, knobs, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
- X Driving (or some means of getting to meetings, etc.)

**Mental**

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- X Creativity
- X Concentration

**Interpersonal**

- X Talking
- X Persuasiveness
- X Speaking Ability
- X Handling People
- X Judgment
- Bilingual
- X Imagination
- X Initiative
- X Patience

**Perception**

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

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Pastor's Approval

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