



**Franciscan Renewal Center**

## Volunteer Position Description

**Title** Peace Committee Member

### **Importance of the position to the Franciscan Renewal Center**

To provide an event at the Franciscan Renewal Center to celebrate the World Day of Peace.

**Responsible to** Chair of the Peace Committee

### **Definition of Duties**

- Participate in planning meetings
- Take the lead in a specific area
  - Signage
  - Food Service
  - Guest check-in
  - Coordinating volunteers for event day
  - Clean up
  - Programs and other informational materials
- Promote the event within personal circles and networking
- Assist with day of event details
- Participate in the review and evaluation meeting after the event

### **Length of Commitment**

3 years with the ability to mentor after the 3<sup>rd</sup> year

### **Time Required**

- Monthly Sunday planning sessions
- Flexible time on your own to accomplish specific tasks
- Participate in day of event

### **Qualifications**

- Good interpersonal skills
- Knowledge of the World Day of Peace
- Interest and desire to promote Peace Day
- Good organizational skills
- Diocesan Safe Environment certified



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### **Training Provided**

- Basic information provided on the World Day of Peace, Peace One Day, and Season for Non-Violence. Links provided for further details and information.
- On the job training at monthly meetings
- Safe Environment training
- Casa Volunteer Welcome – what it means to be a Casa volunteer

### **Evaluation**

Mutual evaluation after the event