Volunteer Position Description

Title  Special Projects - Volunteer

Importance of the position to the Franciscan Renewal Center
To engage the FRC community in responding to the needs of the wider community through participation in collections taken for the disadvantaged, homeless, and other needy members of the Franciscan Missions.

Responsible to  Special Projects Coordinator

Definition of Duties
• Keep informed about upcoming Special Project collections
• Know the purpose of the special collections in order to inform community members. Read all materials sent in advance
• Respond to coordinator if available to participate
• Report to coordinator at the designated time for collection
• Greet community members and accept donations or items specific for collection
• Follow procedure for pickup and return of money boxes
• Pickup and return materials to front desk
• Distribute collection handouts
• Be at the mass time you have committed to

Length of Commitment  One year with opportunity to renew commitment

Time Required  2 – 3 hours on day of the project

Qualifications
• Willingness to give time to the worthy cause
• Friendly, warm manner when working with the community
• Flexible in regards to scheduling needs and times
• Good follow through in completing of tasks and duties
• Reliable
• Diocesan Safe Environment certified

Training Provided
• Information about collection will be sent in advance
• Procedures will be sent in advance
• On the job training/shadowing others
• Safe Environment training
• Casa Volunteer Welcome – what it means to be a Casa volunteer

Evaluation  Mutual feedback about the collection with coordinator