



**Franciscan Renewal Center**

## Volunteer Position Description

**Title** Angel Ministry (formerly Special Projects) Coordinator

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

To coordinate the efforts of 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** Program Coordinator for Faith in Action Program

### **Definition of Duties**

- Coordinate yearly collections that are a part of the Faith in Action Ministry
  - Christmas Blanket Collection
  - Summer Water drive for Homeless
  - Christmas Food Card/box collections
  - Summer Backpack collection for Foster Care
  - Lenten Almsgiving collection
  - Undie Sunday (underwear and socks)
  - Summer collection for Andre House as needed
- Create and maintain distribution list of volunteers
- Organize publicity for the collection
- Organize volunteers for the collection
- Organize the materials needed for each collection
- Evaluate each collection –lessons learned and record new procedures
- Communicate with Program Director progress and problems that need their assistance
- Network with existing groups at the FRC to solicit volunteers for collections
- Create accompanying information sheets for each collection
- On site supervision for collection or designate a supervisor in your place
- Arrange for pick up or delivery of collection items

**Length of Commitment** 2 years + 1 year mentoring the next person

### **Time Required**

- Two months prior to collection – 3 hours per week
- One month prior to collection – 8 hours per week



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### **Qualifications**

- Able to organize and plan projects
- Willing to make phone calls
- Good working knowledge with Excel, Outlook, Word
- Detailed oriented
- Friendly
- Ability to adapt to changes in schedule in a positive manner
- Able to work in stressful situations with a calm demeanor
- Diocesan Safe Environment certified

### **Training Provided**

- Training manual and Volunteer data provided
- Mentoring by past coordinator provided for the first year
- Safe Environment training
- Casa Volunteer Welcome – what it means to be a Casa volunteer

### **Evaluation**

Mutual evaluation annually, and once after each project