



Bishop Baraga Association

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Bishop Baraga Association Diocese of Marquette

JOB DESCRIPTION

POSITION TITLE: Volunteer Coordinator

EMPLOYMENT STATUS: Part-time (19 hrs/week), Non-exempt

DIRECTLY RESPONSIBLE TO: Executive Director of the Bishop Baraga Association

POSITION PURPOSE: The Volunteer Coordinator, in collaboration with the Executive Director, will recruit, train, organize, and schedule volunteers at the Bishop Baraga Association (BBA) to support the mission and ministry of the BBA and to promote Bishop Baraga's cause for canonization.

ESSENTIAL FUNCTIONS:

- Support and uphold the mission of the Bishop Baraga Association and the Diocese of Marquette, giving witness to Gospel values by modeling the teachings of the Catholic Church.
- Work in partnership with the Executive Director to advance the mission.
- Serve diocesan parishes, missions, Catholic Schools, parishioners, donors and other constituents with integrity, confidentiality, expertise and accountability.

QUALIFICATIONS:

- Previous experience recruiting, training and scheduling volunteers preferred.
- The ability to communicate well with staff, volunteers, and the community
- The ability to work cooperative with different types of personalities
- The ability to maintain office confidentiality is a must.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assist in the recruiting, screening, interviewing, and scheduling of volunteers.
2. Continually evaluate volunteer needs of the BBA.
3. In collaboration with the Executive Director, set goals and objectives based on the BBA mission.
4. Provide orientation and training of volunteer staff.
5. Match volunteers' skill set with needed positions.
6. Coordinate evaluation and in conjunction with the Executive Director, provide feedback on volunteers' performance.
7. Organize recognition for volunteer efforts.
8. Other duties as assigned by the executive director.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

I have received a copy of this job description. I understand, affirm and subscribe to the requirements, responsibilities and duties of the job.

Employee: _____

Date: _____

Employer: _____

Date: _____