



Position Title: Volunteer Coordinator - Hastings

Department: Social Services - Hastings

FLSA Status: Non-Exempt Salaried – 30 Hours/wk

Location: Hastings, Nebraska

Reports to: Regional Director of Social Services - Hastings

Date Created: April 2020

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Volunteer Coordinator will work with volunteers for the Agency and ensure partnerships and outreach within the community.

Essential Functions:

- Pursue local opportunities to increase outreach in the community.
- Create partnerships with schools, universities, and parishes to recruit volunteers.
- Manage the volunteer application process, verify and document background checks and required trainings.
- Conduct volunteer interviews.
- Provide orientation and training for volunteers.
- Maintain the volunteer database to ensure all volunteer-led projects are achieved and that hours are properly tracked.
- Maintain an ongoing relationship with volunteers to ensure a positive experience.
- Represent, communicate, and integrate authentic Catholic social teaching in the provision of social service programming.

Program Functions:

- Coordinate the sandwich program.
- Assist the Regional Director of Social Services in managing the inventory of the food pantry as well as communicating to schools, parishes, and others the needs of the homeless and working poor.
- Create and engage volunteers in the agency's effort to promote healthy living via the CSS food market program.
- All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork

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- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

Qualifications:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk and hear. The employee must regularly lift and/or move up to 25 pounds.

Working Environment:

While performing the duties of this job, the employee is frequently exposed to inside and outside weather conditions. The noise level in the work environment is usually moderate.

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