

Outreach Program Coordinator

➤ Overview

Under the direction of the Pastor, the Outreach Program Coordinator is responsible for organizing and supervising Outreach Program volunteers including Cooks & Servers, meal delivery, and Friendly Visitors.

➤ Activities/Responsibilities

- Maintains a current contact list of Outreach Program Volunteers.
- Ensures any changes in the list of Outreach Program Volunteers are communicated promptly to the Parish Volunteer Screening Committee.
- Ensures that the needs of the community are being met.
- Makes sure there is an adequate amount of Volunteers for each of the Outreach Programs.
- Contacts the parishioners to arrange a convenient time and date for friendly visits once the Pastor has given this information to the Coordinator.
- Arranges for training and orientation for new volunteers to familiarize them with the requirements of the position.
- Is available to receive any information that arises related to changes in health and/or spiritual needs of the person(s) being served.
- Observes confidentiality with private matters of those who are being served.
- Is available to collect records of all visits (including dates and times).
- Meets occasionally with all Outreach Program Volunteers for support, supervision and on-going training.
- Meets occasionally with the Pastor to review all Outreach Programs.
- Becomes familiar with other Outreach Organizations in the community.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

➤ Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age and duly prepared for this role.
- Is recognized within the parish community as a person of good reputation.
- Has been registered with the parish for at least 2 years.

- Must have 2 years experience in the Outreach Program at the high risk level.
- Is flexible and open-minded in response to each situation.
- Has an understanding of the issues relevant to the marginalized in our society.
- Has an ability to relate and communicate effectively with others.
- Has solid theoretical and practical knowledge of the theology of pastoral care and social outreach.
- Has appropriate leadership and organizational skills.
- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is friendly, patient and has good relational skills.
- Pays close attention to detail.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard parish orientation program.

On-site training from previous Outreach Program Coordinator.

➤ **Participant Group**

Outreach Program Volunteers and those participating in all Outreach Programs.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to the social well-being of the parish community.

Will further develop organizational and leadership skills.

Will impact the spiritual well being of the parish community.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

May be required to visit private homes, local hospitals and nursing homes and must adhere to the requirements of those institutions.

This is a volunteer position which requires a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend the orientation session, training sessions and regular meetings as required.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Outreach Program

Coordinator currently practiced at _____
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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