



**Ministry Position: Outreach Program Coordinator**

**Date Last Reviewed: July 2019**

---

**◆ Position 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**

- Maintain a current contact list of Outreach Program Volunteers
- Ensure any changes in the list of Outreach Program Volunteers are communicated promptly to the Parish Volunteer Screening Committee
- Ensure that the needs of the community are being met
- Make sure there is an adequate amount of volunteers for each of the Outreach Programs
- Contact the parishioners to arrange a convenient time and date for friendly visits once the Pastor has provided this information
- Arrange for training and orientation for new volunteers to familiarize them with the requirements of the position
- Available to receive any information that arises related to changes in health and/or spiritual needs of the person(s) being served
- Observe confidentiality with private matters of those who are being served
- Available to collect records of all visits (including dates and times)
- Meet occasionally with all Outreach Program Volunteers for support, supervision and on-going training
- Meet occasionally with the Pastor to review all Outreach Programs
- Become 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.**

<b>Other specifics:</b>
•
•
•
•



### ◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age
- Recognized within the parish community as a person of good reputation.
- Registered with the parish for at least 2 years.
- Two years' experience in the Outreach Program at the high risk level
- 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
- Friendly, patient and has good relational skills
- Pays close attention to detail
- Comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Demonstrates a spirit of generosity and creativity

### ◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

### ◆ **Orientation and Training**



## Archdiocese of Toronto

Standard parish orientation program, including AODA training. 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 and/or Pastoral Team is the first level of support, supervision and evaluation.

### ◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

### ◆ **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
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week/ \_\_\_\_\_ hours per month

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.*

This Ministry Position Description accurately reflects the ministry of **Outreach Program Coordinator** currently practised at, \_\_\_\_\_ Parish.



Archdiocese  
of Toronto

<b>Pastor's Signature</b>  PASTOR NAME  _____	<b>Parish Volunteer Screening Coordinator's Signature</b>  COORDINATOR NAME  _____	<b>Date</b>
---	--	-------------

**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**