

# ST. JAMES COFFEE

## Volunteer Coordinator Job Description

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### JOB SUMMARY

St. James Coffee is a unique response to the Church's call of the New Evangelization in that it brings the Church into the the world and into the everyday lives of its customers and the local community. It is a place where people encounter Jesus Christ through its products and the hospitality of its volunteers and staff.

The Volunteer Coordinator recruits, trains, schedules, and manages volunteers.

### RESPONSIBILITIES & DUTIES

- Pray for St. James coffee, its staff, volunteers, customers, and local community
- Develop and communicate volunteer opportunities
- Recruit volunteers
- Develop training programs
- Work with Team Director to develop a calendar for training events
- Schedule volunteers
- Support volunteers
- Develop and maintain relationships with volunteers
- Encouraged to volunteer as an emergency sub

### QUALIFICATIONS & SKILLS

- Outgoing and willing to invite people into the volunteering network
- Effective and timely communicator
- Flexibility to meet with potential and current volunteers as needed
- Familiarity with, or desire to learn, Volunteer Scheduler Pro software
- Familiarity with, or desire to learn, Square point of sale software
- Familiarity with, or desire to learn, Google Apps (especially Drive, Docs, Sheets, etc..)
- Practicing member of and in good standing with the Roman Catholic Church
- Willingness to adhere to all that the Catholic Church teaches and holds to be true

### ACCOUNTABILITY

This position is accountable to the St. James Coffee Team Director.