

# CHURCH OF THE HOLY APOSTLES

## HOLY APOSTLES SOUP KITCHEN

### Volunteer Position Description

**Date:** June 2018

**Job Title:** Volunteer Coordinator

**Department:** Holy Apostles Soup Kitchen

**Manager:** Volunteer Manager

**Job Status:** Open

#### **Job Purpose:**

This is a leadership position in hospitality, that supports the volunteer manager in all aspects of the volunteer program. Volunteer Coordinators help to ensure that volunteers receive a rewarding experience during their Day of Service and want to continue to volunteer at Holy Apostles Soup Kitchen.

#### **Job Responsibilities:**

- Onboard volunteer groups and new individual volunteers: coat rack, lockers, restroom, volunteer kiosk, sign-in sheet, soup kitchen gear
- Conduct orientation and debrief to volunteer groups and new individual volunteers
- Assist with coordinating appropriate job assignments to volunteers
- Certify community service hours
- Replenish and set-up volunteer supplies
- Take on volunteer assignment and monitor/supervise volunteers in your area
- Inform volunteer manager of incidents and concerns, in addition to recommending candidates for volunteer coordinator
- Attend Volunteer Coordinator's Meetings (6 annually)
- Adhere to policies and procedures of the Volunteer Program

#### **Qualifications and Job Requirements:**

- Volunteer experience (Holy Apostles Soup Kitchen volunteers preferred)
- Ability to volunteer one or more weekdays from 9am to 1pm
- Strong customer service skills and the ability to work with a variety of personalities
- Must be reliable, responsible, professional and non-judgmental
- Adhere to Volunteer Program Policies and Procedures

#### **Supervisory Responsibilities:**

This position assist with the supervision of volunteer coordinators and interns

#### **Benefits:**

- Daily light breakfast and lunch
- Monthly Volunteer Appreciation Breakfast
- Annual Volunteer Holiday Party
- National Volunteer Week Celebration

#### **To Apply:**

- **Send cover letter and resume to [rjoyce@holypostlesnyc.org](mailto:rjoyce@holypostlesnyc.org)**