

St. Mary Parish - St. Michael the Archangel Parish

301 SPRUCE STREET
HOLLIDAYSBURG, PENNSYLVANIA 16648

PARISH VOLUNTEER COORDINATOR

Job Description

Reports to: Pastor

Supervises: None

Overview: Responsible for overseeing scheduling for liturgical ministries at all Masses at St. Michael and St. Mary Parishes through Ministry Scheduler Pro, coordinates communication between volunteers and parish ministry leaders, and seeks volunteers to fill open positions in the assignment of liturgical ministers.

Key Responsibilities:

- ← Updating and maintaining the Ministry Scheduler Pro database
- ← Connecting volunteers with those responsible for liturgical ministry training
- ← Contacting volunteers to serve as substitutes
- ← Willing to substitute for volunteers when necessary and appropriate
- ← Other tasks as assigned

Qualifications:

Required:

- ← Must be supportive of the mission of the Catholic Church.
- ← Able to satisfactorily complete background checks and training applicable to Diocesan requirements.
- ← Working knowledge of database and online programs
- ← Professional oral and written communication skills
- ← Able to use social media and other electronic and telephonic means of communication, especially Flocknotes
- ← Able to work as a team member with volunteers, parish staff, and pastor in a pleasant and welcoming manner

Preferred

← Actively practicing the teachings of the Roman Catholic Church

Working Conditions:

FLSA Status: Hourly/Nonexempt

Work Status: Part-time

Physical Requirements: Lifting up to 25 pounds

Hours Per Week: 5

Work Schedule: TBD with pastor approval

Other: Hours must be submitted to the parish administrative assistant according to the payroll schedule for signature. Any hours over 10 per week must have prior approval by the pastor.