

VACANT

Status	Full-time 19 hrs for 3 months then 40 hours	Reports To:	Pastor or designate
Salary		Reporting:	N/A
Level	Lay Ecclesial Minister	Location:	St. Alphonsus

JOB SUMMARY

A strong leader who plans and executes the Parish's vision of outreach within the community including St. Alphonsus Cares and displaying dedication to Church mission and values. The Coordinator is experienced and knowledgeable about the various physical, spiritual and psycho-social needs of those living in the parish and neighbourhood, coordinates activities directed towards individuals and families, and will be responsible for the training and on-going recruitment of volunteers to support the Parish's outreach programs. The Outreach Coordinator will oversee the budget, scheduling, planning and statistical reporting of the outreach programs. The Coordinator should also have some experience with and knowledge of community resources. In all cases, the Coordinator will demonstrate professional values and compassion for all who attend outreach programming.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Programs

- a. Monitors the needs of those living within the Parish and develops and implements programs to meet those needs.
- b. Networks with local agencies and service providers to determine availability of programs, and program leaders and to help assess the needs of the community.
- c. Works a flexible schedule that coordinates with and ensures coverage for the monthly programs and activities as required
- d. Liaisons with partners including Windsor Essex Compassionate Care Community, Feeding Windsor, the Catholic Women's League, and the Society of St. Vincent de Paul
- e. Prepares and maintains a roster of speakers including individuals, groups, or agencies.
- f. Assist individuals in need of assistance by providing direct assistance, accessing community resources, or making connections with other agencies

2. Volunteers

- a. Recruits, supervises and trains outreach volunteers to ensure parish, program, and the Diocese of London's values and standards are maintained including the Safe Environment Policy
- b. Recruits, supervises and trains volunteers for the role of "Designated Coordinators" in which they will be responsible for operations in the absence of the Outreach Coordinator.
- c. Mentors volunteers, provides feedback, receives suggestions on an individual and team basis, ensuring the continuous quality improvement of service delivery.
- d. Provides ongoing training for volunteers.
- e. Processes paperwork undertakes interviews and other requirements for the "Called, Gifted, and Sent" process for volunteers.
- f. Ensures that all outreach programs are fully staffed and ensure Diocesan safe environment requirements are met.
- g. Prepares and maintains a volunteer schedule

3. Promotion

- a. Prepares a monthly calendar outlining program availability and descriptions.
- b. Working with the staff and volunteers regarding parish social media and website.
- c. Distributes the activity calendar and other promotional material within the west end of Windsor utilizing both hard copy and social media means to ensure local residents and community agencies are made aware of the Parish outreach programs.
- d. Monitors program registrations
- e. Follows up on any inquiries from residents.
- f. Issues approved press releases when appropriate.

4. Finance

- a. Working with the Parish Bookkeeper, prepares an annual budget for outreach programs, and is responsible for spending, purchase of supplies, and budget control.
- b. Applies for grants and seeks donations from various sources as needed.

5. Facility

- a. Working with the Parish Property Manager, ensures that the facilities are clean, appropriately prepared, and ready for the programs.
- b. Ensures that internet and media connections are working properly.
- c. Ensure that proper signage is displayed.
- d. Ensure the availability of supplies including food, cleaning, and program materials.

6. Administration

- a. Prepares and provides monthly, quarterly and annual statistical reports to the Parish and other requesting agencies.
- b. Participates on a Steering Committee as requested.
- c. Serves as a member of the Windsor Heritage Catholic Family of Parishes Pastoral Team and attends weekly team meetings.
- d. Occasionally reports to the parish council and/or the congregation

ACCOUNTABILITIES

1. Accountable to the Pastor or designate
2. Dedicated to Diocese of London's Mission, Vision and Values.
3. Maintains all policies of privacy, confidentiality, ethical and professional behavior.
4. Maintains competence through continuing education.