



## Catholic Charities of the Archdiocese of St. Paul and Minneapolis Volunteer Job Description

Division: Office for Social Justice

Address: 328 W. Kellogg Blvd. St. Paul, MN  
55102

Program: Public Policy

Site Phone Number: 651-291-4477

Location: Minnesota State Capitol

Site Supervisor: Kathleen Tomlin

Supervisor's Phone Number: 651-291-4537

Volunteer Coordinator: Patrick Ness

Volunteer Coordinator's Number: 651-291-4484

Position Title: Capitol Mentor

Purpose of Volunteer Position: Guide OSJ volunteers through the Minnesota State Capitol. Familiarize volunteers with the functioning of the state government so as to create more effective advocates.

Requirement for assignment:  Motor Vehicle Report  Other \_\_\_\_\_  
 HIPAA  Mantaux  
 Catholic Charities Defensive Driving Class

### Responsibilities and Duties:

- Be available to conduct tours at Minnesota State Capitol.
- Be able to explain the working of state government and the legislative process "on the ground".
- Get volunteers "up to speed" on Catholic Charities' advocacy agenda

### Qualifications Needed:

- Good interpersonal and communications skills
- Ability to conduct a successful tour of the Minnesota State Capitol
- Ability to explain functioning of Minnesota State Legislature and government
- Familiar with current events in Minnesota state government
- Understanding of the mission of Catholic Charities and the Office for Social Justice

### Benefits to the Volunteer:

- Increased understanding of the justice mission of Catholic Charities
- Leadership development
- Increased understanding of political process and environment
- Contribute to the effectiveness of OSJ advocacy efforts.

### Benefits to the Clients and/or Program:

- Increased understanding of advocacy opportunities
- Increased familiarity of state government
- Increased confidence in citizen advocacy

### Training Plan:

- Orientation to OSJ mission

Revised 5/06

Give one signed copy to the volunteer, place one copy in the file.

- Training on important points for capitol tours

**Commitment:** Four hours a month, January through May; flexible timeframe at the call of the staff depending on need.

**Signatures:**

Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_ Date \_\_\_\_\_