



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

Division: OSJ

Program: Parish Leadership
Development

Location:

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

Site Phone Number: 651-291-4477

Site Supervisor: Kathleen Tomlin

Volunteer Coordinator: Kerry O'Reilly

Supervisor's Phone Number: 651-291-4537

Volunteer Coordinator's Number: 651-291-4482

Position Title: Associate for Justice Education--Adults

Purpose of Volunteer Position: Assist with educational materials for parish social justice teams and advocates.

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

Responsibilities and Duties:

- Develop educational tools for use by parish leaders for social justice education
- Topics that could be included: Racism, Communicating Catholic Social Teaching, Social Mission, Facilitative Leadership, Systems Thinking, Developing a "Sowers Sweep"
- Locate current sources and resources to be used in packaging educational tools for use in the parishes
- Work with OSJ Parish Leadership personnel
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Qualifications Needed:

- Skill in formulating material in an educational format for adults
- Capacity to do word processing and internet searches
- Ability to work on own as well as with OSJ personnel

Benefits to the Volunteer:

- The volunteer will be able to put skills to use while contributing to OSJ's tool box for Justice
- The volunteer will work with OSJ staff in parishes and can "test" educational materials

Benefits to the Clients and/or Program:

- This would allow OSJ Parish Leadership personnel more time to work with parish leaders and encourage greater independence
- The parish leaders will have a variety of tools available for their use

Training Plan:

Revised 5/06

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

- The volunteer and supervisor would determine the content of the educational material
- The choice of topics would be determined together along with timeline
- Volunteer could work outside the OSJ office
- Volunteer would indicate the time that can be committed
- Supervisory meetings would be scheduled periodically

Commitment: Three hours a week/10 hours a month; work at home or at OSJ.

Signatures:

Volunteer _____ Date _____

Supervisor _____ Date _____

Volunteer Coordinator _____ Date _____