

## Volunteer Coordinator

## Policy No. 362

**Policy Statement:** The Archdiocese, its parishes and camps are to have a Volunteer Coordinator in accordance with the Volunteer Management Policy No. 361.

**Intent of the policy:** To implement, coordinate and monitor the Volunteer Management Policy where volunteers are offering their services.

**Definition:** **Volunteer Coordinator:** a person delegated or hired, an existing or new employee or a volunteer, by the Archdiocese, the parish, camp or other approved organization who implements, coordinates and monitors the volunteer management of volunteers involved with ministries and programs.

**Procedure:** The volunteer coordinator is accountable to the pastor or director, and will ensure that all volunteer leaders and volunteers of the parish or camp ministries and programs have undertaken the archdiocesan volunteer management process and the abuse prevention training.

### Role and Responsibilities

- Become knowledgeable of the archdiocesan volunteer management policy and procedure and to coordinate its implementation in the parish, camp or organization.
- Assess any new ministry or program and volunteer positions in terms of risk.
- Make a recommendation to the pastor or director – consult with the archdiocesan Volunteer Coordinator as necessary.
- Ensure that appropriate position descriptions for the ministry or program are developed and confirmed.
- Assist in interviewing volunteer applicants for ministry or program positions determined as high or medium risk, as required.
- Conduct reference checks for volunteer applicants as requested by the Pastor, Director or Volunteer Leader and communicate the results.
- Assist volunteer applicants in completing the Police Information Check (PIC) including the vulnerable sector search (VSS) portion.
- Review each returned Police Information Check (PIC), record the result and return the PIC to the volunteer applicant.
  - if clear, no further action required
  - if it indicates past related charge or offence, refer to Pastor, Director or Volunteer Leader who is to consult with the archdiocesan Volunteer Coordinator.
- Arrange for PIC renewals.

- Assist volunteer applicants who will be working directly with children in applying for the Alberta Children's Services Intervention Records Check (IRC).
- Ensure the Covenant of Care Form (Appendix G 361) has been reviewed and signed in duplicate by volunteer applicants, keeping one original on file and giving the other to the applicant.
- Establish a file for each volunteer which includes but is not limited to the basic relevant information:
  - application
  - ministry or program position description
  - training
  - performance reviewand additional information according to risk:
  - reference check
  - Police Information Check (PIC)
  - risk assessment check list (Appendix A 361)
  - Intervention Records Check (IRC)
  - signed Covenant of Care Form
  - participants correspondence and notes
- Store all volunteer files in a secure, fire-proof and locked cabinet that only the Pastor, Director, Volunteer Leader and designate can access.
- Any information in the volunteer file cannot be released without the volunteer's signed consent.
- Coordinate the abuse prevention training "Called to Protect" and/or the online version.
- Ensure the Armatus database of all volunteers who have taken the training is complete.
- Follow up with Pastor, Director or Volunteer Leaders for any volunteers who have not completed the training.
- Attend volunteer management training sessions and/or workshops provided by the Archdiocese.

### **Personal/Professional Requirements**

- Strong organizational skills with attention to detail
- Clear, concise and complete verbal and written communications
- Trustworthy of the Pastor, parish employees and volunteers
- Knowledgeable and committed to volunteer management
- Excellent interpersonal skills and team player
- High level of initiative, judgment and discretion
- Paramount confidentiality
- Active membership in a Catholic parish
- Available 10 to 20 hours per month for this role (estimate only)
- Knowledge of Microsoft Office or other related software consistent with the parish office computer software requirements
- Experience in handling confidential information, file maintenance and databases

*Human Resources*

- Past experience in the following professions or roles an asset:  
human resources, principal/teacher, manager, or administrator.

***Also refer to Policy:***

- No. 302 Police Information Check (PIC)
- No. 332 Personnel Files
- No. 361 Volunteer Management
- No. 800 Archdiocesan Archives
- No. 801 Parish Archives
- No. [TBA] Records Management
- No. 907 Protection of Personal Information

