

ST.PATRICK' PARISH
Volunteer Ministry Position Description
Volunteer Screening Coordinator



Overview

This position coordinates the Parish Volunteer Screening Program, working closely with the Diocesan Volunteer Screening Coordinator, the Pastor, and the leaders of each parish ministry. It will have an impact on the quality of screening and protection of the vulnerable and those that provide care. This position may be filled by either a parish volunteer or a paid staff person.

Activities/Responsibilities (list may be added to as locally appropriate)

- Ensures the appropriate management of all screening documentation (paper & Parish Friendly)
- Assesses and assigns risk levels for all parish volunteer positions
- Uses and annually revises ministry position descriptions for all volunteer positions
- Complies with diocesan standards in the Volunteer Policies, Procedures & Screening Manual
- Participates in communication and reporting between the parish and the diocese
- Attends appropriate training sessions of the diocesan Human Resources office
- Provides orientation and training on volunteer screening for all ministry coordinators
- Coordinates "Called To Protect"™ training for pertinent volunteers (live & online)
- Works closely with parish administration staff on volunteer records maintenance
- Reports to Pastor and Zone Screening Coordinator

Skills, Experience, Personal Traits and Qualifications

- Must be at least 21 years of age and registered with the parish for at least 2 years
- Is a fully initiated Catholic who actively participates in parish life and worship
- Has experience as a parish volunteer and is responsible, flexible, reliable and trustworthy
- Works well in a team, especially on sensitive issues, maintaining strict confidentiality
- Has good leadership and facilitation skills and is well respected in the community
- Is a good listener and organizer, and effective communicator
- Is able to keep information strictly confidential
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum

Screening Checklist for this High Risk Position at St. Patrick's Parish

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three Personal reference checks
- A VS Police Information Check
- Training and orientation
- Completion of on-line training program for the vulnerable.
- Supervision, periodic evaluations and participant follow-ups to be conducted

Parish Volunteer Screening Coordinator

Pastor

Date _____

RC Bishop of Calgary- Rev. February, 2013