

The National Association of the
Catechesis of the Good Shepherd
United States

7655-A Main Street, Scottsdale, AZ 85251
480-874-3759
www.cgsusa.org



Application: www.cgsusa.org/leaven.aspx
Contact: volunteercoordinator@cgsusa.org

Position Title

CGSUSA Volunteer Care Coordinator

Purpose and Impact

We have a growing cohort of LEAVEN volunteers who are serving CGSUSA in various projects. We need your organization and people skills to care for them and to keep our LEAVEN program organized. Help promote the sustainability of a national nonprofit organization and make a difference in the spiritual life of children.

Scope of Work & Project deliverables

Point of first contact for candidates applying to volunteer positions
Organize, coordinate and manage the response to volunteers.
Schedule phone screens and interviews.
Communicate status of volunteer positions to National Director and Board
Maintain updated records on all candidates and volunteers.
Maintain and post updated job descriptions.
Create and manage on-boarding of all volunteers.

Skills & Attributes

Good interpersonal and communication skills
Enthusiasm and a friendly demeanor
Project management and organizational skills
Time management
Familiarity with Word, Excel, and Outlook helpful (willing to train)

Timeframe/schedule

The National Association envisions this to be 3-6 month project and we would like to fill this position by February 1, 2017.

We estimate the work will fill 5 hours per week, with a flexible schedule.

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Work Space

This is a great opportunity to work from home, though onsite office space is available at the National Office in Scottsdale, if you wish. Occasional Skype meetings or conference calls as needed.

Work Environment

We are a joyful group of colleagues in a casual but professional environment. We are spiritually-oriented, we love celebrations, and we enjoy sharing our mission and vision with visitors through sincere hospitality.

The Volunteer Care Coordinator will be supervised by the National Director.

Motivators and Benefits

CGSUSA offers many benefits to our volunteers including: national acknowledgement and exposure through our website; local professional development and networking opportunities; participation in diocesan stewardship gatherings; a complementary one-year membership in CGSUSA with a copy of our 2015 publication, Like Leaven; a discount on catechist formation courses; invitations to CGSUSA events and retreats and our annual Thanksgiving volunteer celebration, along with inclusion in regular office celebrations.

The Volunteer Care Coordinator's expertise will help a vital nonprofit be more effective and continue to serve children and the adults who help them.