

# Volunteer Staff Member Job Description

## **Definition:**

Under the direction of the Director and, where appropriate, the supervision of the Project Coordinator, serves as a service retreat leader, work site coordinator, and interacts with volunteer groups during their visit to the Nazareth Farm.

## **General Duties & Responsibilities**

- Organizes prayer for staff and volunteers
- Actively participates in staff meetings
- Plans activities for volunteers as assigned
- Coordinates home repair and/or household work sites as assigned
- Maintains upkeep and repair of buildings and Farm grounds
- Interacts with adult & youth volunteers, participating in all aspects of group weeks as a role model
- Maintains professional boundaries with other staff, homeowners, and volunteers
- Performs regular performance and community evaluations with the Director
- Uphold standards and values as described in “Responsibilities of Community Members” in the Nazareth Farm Community Handbook
- May hold one or more of the following positions (see roles and responsibilities for descriptions):
  - **volunteer coordinator**
  - **mechanic**
  - **gardener**
  - **newsletter editor**
  - **house manager**
  - **administrative assistant**
  - **store manager**
- Any other duties as assigned

## **Worksite Duties and Responsibilities:**

- Teach basic construction skills to volunteers
- Supervise volunteers at work sites
- Plan daily work schedules and completion of work at work sites
- Maintain and ensure safety at work site
- Build and maintain positive rapport with homeowners
- Responsible for the pickup, use, and return of all materials equipment, and supplies associated with the work sites
- Maintains lists of all materials used while on site

## **Qualifications:**

- A person open to the Catholic tradition
- Willingness to work under a variety of situations and weather conditions
- Ability to follow directions and work well with others
- Basic knowledge of construction tools and the safe use and proper care of them
- Openness to collaborative ministry with volunteers and the people of Appalachia
- Openness to living with others in an intentional community
- Some experience in youth/young adult ministry
- A working knowledge and belief in Catholic Social Teaching and/or social justice
- Openness to prayer, meditation, reflection, simplicity, and living in community
- Valid US drivers license
- Desire a minimum one-year commitment to service at Nazareth Farm