

# Volunteer Position Description

## Saint Sebastian Parish

**Position Title:** *Stewardship Portal Coordinator*

**Supervisor:** Carole Poth

**Typical Volunteer Location:** Can be done from your own home.

**Brief Position Description:**

*A successful parish requires the intentional stewardship of its members. We are looking for a service-oriented individual who sees the value of an organized process and easy-to-use product.*

**Position Description for Volunteer Portal:**

*The Stewardship Portal Coordinator will work with Portal designers and the stewardship committee to make volunteering at St Sebastian seamless.*

**Responsibilities:** (List as specific as possible)

- *write and post volunteer position descriptions*
- *write and post volunteer opportunities*
- *approve applications and/or refer those needing background checks/safe environment compliance to Parish Staff*
- *help parishioners create accounts*
- *help parishioners sign up for volunteer opportunities*
- *advertise open positions*
- *run reports as needed*

**Qualifications/Skills:**

*Above average computer skills and a willingness to learn. Must enjoy helping people and have good communication skills.*

**Requirements:**

*Have a computer with high speed internet access and be able to either meet with or report to the system designers and stewardship committee. Ideally have experience as a leader of volunteer efforts at Sebs or elsewhere.*

**Time commitment:**

*Expect to spend about 5-10 hours per week on job postings and applications. May be more at the beginning while learning the system.*

**Days/times volunteer is required:**

*To start as soon as possible. Ongoing work with a flexible schedule.*

**Benefits to the volunteer:**

*Volunteer will learn about best practices related to coordinating volunteers as well as learning about database system development. Volunteer management is an ever-increasing need in the nonprofit sector.*

**Training provided or other details:**

*Training will be provided by system designer and parish cluster administrator.*

**Does position require a background check?**      YES

**Does position require Safeguarding God's Children training?**      NO

**Position is:**  
(Check all  
that apply)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Ongoing               | <input type="checkbox"/> Time Limited Project         |
| <input checked="" type="checkbox"/> Skill-Based           | <input type="checkbox"/> A one-time opportunity       |
| <input checked="" type="checkbox"/> Appropriate for teens | <input type="checkbox"/> Appropriate for a team/group |

**Position Application**

Please contact Carole Poth at [cpoth@saintsebs.org](mailto:cpoth@saintsebs.org), if you are interested in serving as *Stewardship Portal Coordinator*.

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_