



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: Volunteer Coordinator/Administrative Assistant

Department: Oak City Cares

Reports To (Title): Oak City Cares Executive Director

Work Schedule: M – F Hours: 8:30 am to 5:30 pm Other: _____

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Volunteer Coordinator/Administrative Assistant has three primary areas of responsibility: Coordinating the scheduling of and communications with volunteers for Oak City Cares basic needs services during the week; providing administrative assistance; and assisting with accounting tasks such as preparing vouchers for payments of bills.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Volunteer Coordinator Responsibilities:

- Maintain up-to-date database of volunteers
- Generate schedule of volunteers for weekday basic needs services
- Communicate volunteer schedule to volunteers and staff on a weekly basis
- Work closely with Weekend Meals Coordinator to ensure prospective volunteers are connected with the appropriate volunteer opportunities
- Answer emails, phone calls and other communication from volunteers daily
- Assign volunteers their tasks for the day and be available to answer questions
- Assist the Director of Programs and Services with training of volunteers

70.00

Duties and Responsibilities *continued from page 1*

Accounting Responsibilities: <ul style="list-style-type: none">• Ensure that all bills and invoices are paid on a timely basis• Generate purchase orders/payment requests for payment of bills and invoices• Log all donations received by mail• Assure accuracy of billings from vendors and alert Executive Director of any discrepancies	20.00
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Administrative Assistant Responsibilities: <ul style="list-style-type: none">• Responsible for processing incoming and outgoing mail• Purchase and manage office and equipment supplies• Supervise front desk volunteers and ensure the maintenance of a hospitable, confidential, efficient and professional atmosphere• Perform general clerical duties such as copying, filing and organizing office materials• Organize all materials needed for Board meetings• Send out all correspondence to Board members before and after meetings• Assist with minutes of Board meetings	10.00
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Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: _____
Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Volunteer/Office Management Years of experience: 4

Qualifications

- Proven ability to manage a diverse office environment including accounting and organizational skills, proficiency in oral and written English
- Excellent interpersonal and community relations skills
- Proven computer skills including Word, Excel and database applications

Preferred:

- Bachelor's degree
- Bilingual in Spanish/English oral and written communications

Special Requirements:

- Knowledge of and commitment to Catholic teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input checked="" type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.