



Title:	St. Vincent de Paul Society Coordinator
Reports To:	President of the Particular Council
Number of Volunteers Directed:	Varies from Year to Year
Purpose:	<ul style="list-style-type: none"> • Coordinate and organize services to the poor • Chair Meetings (one per month) • Buy groceries and stock shelves
Job Responsibilities:	<ul style="list-style-type: none"> • Attend particular council meetings • Oversee Christmas initiatives
Skills, Attitudes, Knowledge:	<ul style="list-style-type: none"> • Must adhere to the Responsible Faith Ministry Committee expectations • Requires Police Check • non-judgmental attitude towards the poor • Caring and empathetic • Able to drive for deliveries • Takes and signs the oath of confidentiality • Organizational skills
Relationships/Liaison:	<ul style="list-style-type: none"> • Pastor • Volunteers • Grocery store and particular council
Time Commitments:	<ul style="list-style-type: none"> • 2 hours per week and one meeting per month • 3 year term (with sanction of the Pastor) • Peak time: Christmas
Benefits and Challenges:	<ul style="list-style-type: none"> • Aware of the difficulties people face • Spread the Good News • Satisfaction in service to those in need • Challenge - not to become judgmental or cynical
Success Measures:	<ul style="list-style-type: none"> • To do our best and not to expect perfection
Training:	<ul style="list-style-type: none"> • How to keep records • Variety of delivery procedures • Chair Meetings • Information on how to deal with clients