



POSITION DESCRIPTION

Position Title:	SJW Director	FLSA Status:	Exempt
Division:	St. Joseph Center	Salary Grade:	10
Department:	St. Joseph Worker Program	Salary Range	\$85,000-\$105,000 per annum
Reports to:	Council Liaison	Last Update:	1/11/2024

Position Summary:

The St. Joseph Worker Program creates a year-long service opportunity for women in preparation for a life-long commitment to social change and personal transformation.

The Director of the St. Joseph Worker Program is responsible for providing the overall leadership, vision and strategic direction including the planning and oversight of the day-to-day program, the supervision of the program support staff, and the recruitment and mentoring of women from diverse backgrounds to the program. In addition, the Director, working collaboratively with the program staff, develops other programs in support of Congregation priorities and initiatives aimed to reach youth and young adults in the community and beyond. The Director publicly represents the St. Joseph Worker Program in relationships with actual and potential collaborators and partners in all matters related to the program. The Director will build relationships with current, future, and former St. Joseph Workers; Must exercise judgment, discretion and diplomacy in the performance of duties and always be conscious of the confidentiality of work. This position will report directly to the Council Liaison.

Duties & Responsibilities:

Supervision Programs (25%)

- Oversees planning and implementation of the formation and education components of SJW programming in conjunction with program associates. This includes orientation, retreats (3 times per year), monthly check-in, in-service days, enrichment nights with community speakers (including building relationships in the community & finding new speakers), and weekly Sharing of the Heart meetings. As well as and main program events Opening & Closing Ceremony, Open House, Feast of St. Joseph Worker, Special Celebrations (Advent, Holy Week, etc.)
- Oversees Development of program calendar and St. Joseph Worker calendar, on-boarding and off-boarding of volunteers, and conflict resolution.
- Develop and formulate a comprehensive budget in accordance with organizational goals and financial guidelines, ensuring accuracy and adherence to fiscal policies. Present budget proposals to the Council for review and approval, incorporating effective communication strategies to convey financial priorities and justifications.
- Acts as the primary liaison for all communication between staff, volunteers and other program associates. Responsible for making sure necessary information is communicated in a timely fashion
- Develops and implements effective evaluation and planning mechanisms including mid year goal/check-in evaluation and end of program evaluation (June)

- Responsible for the recruiting and matching of spiritual companions and professional mentors for interested volunteers with the support of program associates.

Recruitment and Selection Process (35%)

- Creates a comprehensive recruitment plan that focuses on strategic recruiting for the long-term and developing a diversified volunteer corp. This includes post graduate volunteer/career fairs, information sessions, classroom presentations, exhibits at conferences and national events, local parishes/churches and young adult groups, etc.
- Represents the St. Joseph Worker Program in person/virtually, or otherwise. Plans, coordinates, and speaks at events with the support of the program staff.
- Cultivates new relationships and expand outreach to potential diverse recruiting pools. Conceives of new ways to reach prospective volunteers through mediums such as webinars, social media, live stream, etc.
- Works with the current worker communities to arrange in-person visits and overnight stays of applicants. Develops a database of personal volunteer experiences to inspire and encourage prospects considering service.
- Maintains relationships with interested applicants and creates a development plan for each viable prospect; responsible for communication with recruits. Meets with candidates one-on-one (or virtually), as needed, to assist in their discernment process.
- Responsible for the volunteer application process with the assistance of program associates. Includes: Updates to the application form as needed; Receives, maintains, and completes application files; Recruiting and matching of placement sites for interested volunteers; Screens and interviews all applicants.

Relationships and Opportunities (20%)

- Develops and coordinates new site placement opportunities for St. Joseph Worker Program volunteers.
- Ensures a smooth site placement process for all accepted and confirmed volunteer workers. Includes: site applications, volunteer site visits and interviews, and all financial agreements.
- Plans a site supervisor orientation at the beginning of each volunteer year and maintains ongoing, collaborative relationships with sites and site supervisors.
- Oversees volunteer site visits by the program staff. Provides guidance to the program staff to resolve any problematic issues related to the volunteer and the site, and, if the need arises, to establish a new placement site.
- Engages with the Catholic Volunteer Network and other volunteer service program directors.
- Builds collaborative relationships with organizations and individuals serving young adults and involved in faith-based social justice ministry. Advocates for faith-based volunteer service and social justice issues related to volunteer service and develops broader resources in support of St. Joseph Worker volunteers and alumni. Attends events with young adults (*such as service weekend; connections with local parishes & young adult groups; quarterly Diocesan Young Adult Leader meetings*)
- Oversees immersion trips which includes interfacing with universities, preparing service activities (if applicable), and coordinating with program associates to organize the hosting of immersion groups.

Supervision of Program Staff (10%)

- Prepares agenda and facilitates program staff meetings.
- Conducts performance reviews.

Marketing and Communications (5%)

- Plans and develops the overall marketing and communications strategy of St. Joseph Worker Program in collaboration with the Communications department. This includes but is not limited to program's online presence including, social media, website, promotional videos, photography, digital and print materials such as newsletters and brochures.
- Creates and distributes St. Joseph Worker promotional materials with the support of the program associates.

Other Responsibilities (5%)

- Responsible for program operations including budget oversight, administration, donor relations, and program assets (housing and furnishings, vehicles, program resources, office equipment, etc.) with the support of program staff
- Meets monthly with General Council contact to keep them abreast of St. Joseph Worker program, young adult outreach and other strategic activities.
- Supports Congregation initiatives for department heads including monthly roundtable meetings, annual fundraiser (Art In the Garden), and St. Joseph Center employee engagement events

Qualifications:

- Bachelor's degree required. Masters in ministry/pastoral theology, or social services, education, or administration preferred.
- Minimum of 10 years' professional work experience required. Experience in ministry, retreat planning, social service, and/or education fields preferred.
- Completion of a faith-based, volunteer service program like St. Joseph Worker Program, or experience living in an intentional community is preferred.
- Person of faith who is comfortable planning and facilitating Catholic/Christian spiritual formation activities while open to engaging volunteers of different faiths.
- Ability to work flexible schedule, including occasional nights and weekends.
- Some out-of-state travel for recruiting is required.
- A car is required for in-city recruiting and site visits.
- Skills required: supervision of young adults, group leadership and facilitation, strong communication and organizational skills, ability to work independently on multiple projects, attention to details, ability to manage time and meet deadlines, retreat planning, interviewing skills, and basic computer skills in Microsoft Office (Word, Excel, Power Point) and Canva is a plus.

Personal Skills: Ability to keep calm, professional, courteous, hospitable approach to people and situations, ability to adapt to changing environment and demands, excellent interpersonal skills, flexibility and creativity, enthusiasm and a positive attitude, ability to take the initiative and creatively move to action.

Administrative Skills: Excellent oral and written communication skills, good organizational skills, strong telephone skills and etiquette, ability to work without close supervision, ability to work with frequent interruptions and accomplish long range tasks, ability to multi-task and manage conflicting deadlines and demands. Ability to participate in and facilitate group meetings.

Physical Demands and Working Conditions

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. while performing the essential functions of this job

While performing the duties of this job, the employee is situated in an office setting and is occasionally exposed to cool or hot indoor office temperature. The noise level in the work environment is usually moderate. The employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit for extended period of time. The employee will occasionally stand; walk; stoop, kneel, or crouch. The employee will occasionally lift and/ or move items up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Sisters of St. Joseph.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature: _____

Date: _____

Print Name: _____

Supervisor's Signature: _____

Date: _____

Print Name: _____