

Diocese of Hamilton

Name of Group/Ministry	Student Volunteer Coordinator
Accountability	Parish Team, Pastor
Purpose of Ministry	Coordinate between Parish School Liaison
Participant Group	Student Volunteer Coordinator – Parish School Liaison
Activities and Responsibility	Communicate with Parish School Liaison Facilitate and attend events that require Student Volunteers Provide Sign in Sheet - Attendance Signing responsibility School - Government document Provide volunteer opportunities for students Involve Elementary and Secondary School
Skills and Qualifications	Good communication, interpersonal skills, and organization skills Leadership Skills with ability to delegate Creativity Plan and implement parish programs
Time Commitment Duration	4-8 hours monthly, September to June 2 years
Orientation Training	Provided by Pastor Parish Team
Support and Enrichment	Parish Team
Risk Assessment Screening Procedure	High Risk Provide a position description form Fill out Diocese of Hamilton Volunteer Information Form Interview Reference checks Vulnerable Sector Check Orientation and training

Date Approved:

Date Received:

Ministry Leader: _____

Parish Screening Committee: _____

Pastor: _____