

# **CAREER OPPORTUNITY** *for*

## **Volunteer Screening Coordinator (Part-time)**

### **St. Albert the Great Parish, Calgary**

## **OVERVIEW**

The Volunteer Screening Coordinator helps to organize and process volunteer paperwork, communicating with the necessary ministry leads.

## **RESPONSIBILITIES**

### **Volunteer Screening Coordinator:**

- Ensures the appropriate management of all screening documentation and record maintenance.
- Assesses and assigns risk levels for all parish volunteer positions.
- Uses and annually revises ministry position descriptions for all volunteer positions.
- Complies with diocesan standards in the Volunteer Policies, Procedures & Screening Manual.
- Support the processing of the vulnerable sector police checks and the Praesidium online Sexual Abuse Prevention training by providing volunteers with the required links and access.
- Participates in communication and reporting between the parish and the diocese.
- Attends appropriate training sessions of the diocesan Human Resources office.
- Provides orientation and training on the 10 steps of volunteer screening for all ministry coordinators and volunteers.
- Works closely with parish administration staff on volunteer records maintenance.
- Other related duties assigned to assist the parish in its ministry.

## **QUALIFICATIONS**

- Has experience as a parish volunteer and is responsible, flexible, reliable and trustworthy.
- Is a good listener, organizer, and effective communicator.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum.
- Previous experience in a similar environment an asset (i.e. parish or Catholic Pastoral Center).
- Demonstrated knowledge of Microsoft Office: Outlook, Word, Excel and PowerPoint.
- Excellent organizational skills.
- Ability to work as a team and independently.
- Ability to support and nourish families and individuals with a gentle, pastoral approach.
- Ability to relate and communicate clearly.

## HOURS OF WORK

21 hours/week. Flexibility with hours is required due to the nature of this role and may include some evenings and weekends.

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

## WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **noon on Thursday April 9, 2026**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.