

Glenmary Group Volunteer Program

Staff Job Description

Title of Position: Glenmary Staff (Group Volunteer Leader)

Duties: oversight and general operation of the Glenmary Group Volunteer Program and the Glenmary Volunteers on Joppa Mountain (Toppa Joppa), located in Grainger County, Tenn. The Glenmary Group Volunteer Program is a ministry sponsored by the Glenmary Home Missioners. Glenmary is a community of priests and brothers who serve the Catholic Church in rural America. The community headquarters is in Cincinnati, Ohio.

Term of Service: 9-12 Months (starting date negotiable); Christmas Break: Typically One Week to 10 Days; Summer Break: Typically Two-Three Weeks

Areas of Responsibility:

Summer—Providing leadership for the operation of the summer program of one-week faith-based service and becoming knowledgeable about the program and available resources. The Glenmary Group Volunteer Program is reserved approximately 7-8 weeks each summer. Groups participate in the retreat like mission immersion program serving the needs of those in need of Union and Grainger counties. Glenmary Staff provide leadership and act as a bridge between those we serve and those who come to serve with us.

School Year—Glenmary staff are responsible for orientation of volunteers and operation of the Toppa Joppa year-round. Each year college, high school and adult groups numbering 10-20 persons, come to spend a week participating in this mission immersion experience. These groups reserve 18-20 weeks from mid-September through the end of May. The volunteers experience mission, helping the needy, and take part in growth/enriching experiences. They learn about the culture and socioeconomic conditions of the area. The volunteer staff are responsible for supervision of the groups, helping those who serve with us to experience the mission of Glenmary and unique Appalachian culture. Resources are available for the week's activities, and the staff avail themselves of those resources. The staff also work with adult group leaders/chaperones in planning the weekly activities.

Food and Meals: Kitchen/dining facilities are provided at Toppa Joppa. Staff are responsible for keeping the food supply in order, planning for daily tasks, and supervision of the volunteers.

Community: During the first few weeks at Toppa Joppa, the staff gathers together and discusses ways to create their own community and creates ideas of how to create a strong community during their year of service. This plan includes building community at Toppa Joppa and with the greater Union and Grainger counties as a whole.

Buildings: The staff are responsible for the general upkeep and maintenance of the volunteer site buildings and property.

Transportation: Glenmary provides vehicles for use by staff.

Finances: A petty cash fund helps meet weekly needs. Staff are expected to handle and keep track of ordinary expenses and to submit monthly reports to account for program expenses.

Correspondence: Joe Grosek communicates with the different schools concerning the details of their time at Toppa Joppa. Joe also handles correspondence and financial paperwork.

When No Group Is Onsite: Staff have the opportunity to set up a personal volunteer experience in the counties. We try to schedule at least a one-week free period between any two groups. The calendar does get more crowded during certain times of the year (traditional college spring breaks and summer).

Benefits: Glenmary provides room and board and full medical coverage for staff. Staff receive a monthly

stipend of \$200, domestic telephone use and use of a Glenmary vehicle. We hope to cover enough of everyday problems so staff can concentrate on what's really important, service.

Type of Activities Performed:

- Overall supervision and leadership of volunteer groups
- Planning and coordination with local directors of programs for weekly activities
- Renovation and rehab projects for those in need in Union and Grainger counties
- Meal planning, preparation, clean-up for groups of 12-35
- Purchasing food and household supplies
- Sale and inventory control of program memorabilia
- General maintenance and upkeep of volunteer facility
- Manual labor at building/renovation sites
- Nursing home visitation
- Community outreach
- Environmental protection, landscaping, beautification