



## Volunteer Program Administrator

My Father's House is looking for a joyfully Catholic and detail-oriented Volunteer Program Administrator.

The ideal candidate will be self-motivated, highly organized, and have a passion to help form and lead our volunteer team. Partnering with the MFH Staff, the Volunteer Program Administrator is responsible for recruiting, training, scheduling, supporting, and engaging volunteers at My Father's House.

When our volunteers are formed and supported well, lives change. Each man we serve encounters not just practical help, but the living presence of Christ through those who show up. This role multiplies that encounter—ensuring more men receive timely support, experiencing real belonging, deeper faith, clearer purpose, and discovering the hope of a renewed life in Christ.

This is a great role for those seeking to serve Christ *by motivating and leading others* to encounter him in the mission to assist the men at My Father's House.

### Qualifications and Experience

- Practicing Catholic with 3-5 years business and/or ministry experience.
- Strong interpersonal and relational skills.
- Experience and exposure to recruiting, forming, and leading volunteers (highly desired).

### Business Skills

- Working knowledge and experience using Google suite applications and/or Microsoft Office suite.
- Strong communication, organizational and problem-solving skills.
- Ability to prioritize and organize work efficiently.
- Self-starter with ability to execute responsibilities effectively with minimal supervision.
- Ability to maintain a cooperative attitude and effective working relationships with MFH volunteers, employees, those we serve, and those we engage in recruiting new volunteers (e.g. parishes).

### Responsibilities

- Plan and conduct volunteer orientation sessions, communications, and engagement activities.
- Work closely with staff to identify volunteer needs and develop new volunteer opportunities.
- Motivate and manage volunteers, volunteer formation, and volunteer projects.
- Build relationships with volunteers, recognize their contributions, and create opportunities for feedback and ongoing engagement.
- Coordinate volunteer schedules, match volunteers with appropriate mission work, and provide support as needed. Ensure volunteers understand their roles and responsibilities.
- Maintain accurate volunteer contact information and records.

Like any good home, My Father's House seeks to foster something more than a laundry list of work. Come help us build a community of volunteers growing in their own relationship with the Lord through shared formation, mission, and service, in a supportive community. <https://myfathershousedenver.org/>

**If you're interested, please contact Deacon Ashley Lessard at [deaconash@outlook.com](mailto:deaconash@outlook.com).**