

Pax Christi Catholic Community

Position Description

Position Title: Hard Hat Group Project Leader
Effective Date: January 2009
Ministry Area: Operations
Staff Contact: Ken Reineccius, Director of Operations
This position is: Volunteer

Purpose of Position:

To work with the Director of Operations to plan, coordinate and direct one time projects in and outside the Pax Christi facility.

Responsibilities:

Meet with Director of Operations to help develop plan and material list for project, set date(s) for actual project work and be on site to coordinate the work and clean up for the project.

Qualifications:

General knowledge of the type of work to be accomplished is helpful. You are not required to be an expert in the area, but should be able to lead the other volunteers to completion of the project.

Time Commitment:

4 to 40 hours per project, depending on complexity and scope of project.

Length of Commitment:

One project

When and where the Ministry is performed:

All projects are on the Pax Christi site. Projects are performed throughout the year and need to be scheduled around other Ministry area events.

Resources provided:

The Director of Operations will work with project leader to acquire materials needed and coordinate communication to all the members of the Hard Hat Group. You will not be expected to recruit volunteers for your project. This will be done via email and calling by the staff of Pax Christi.

Responsible to:

Director of Operations and the Facilities Council