

Volunteer Job Description: All Saints Catholic Newman Club President

Title: President of Newman Club

Job Summary: ASU's All Saints Catholic Newman Club seeks a Junior or incoming Senior in good standing with the Catholic Church to serve as President.

Responsibilities:

- Serve as liaison between Newman Center and Arizona State University to maintain club activity and standing.
- Coordinate weekly student leadership meeting meals.
- Update and ensure all Newman events are listed on Sun Devil Sync.
- Submit invoices to ASU and manage reimbursements.
- Attend weekly student meetings and Newman Nights.

Qualifications:

- Junior or incoming senior at ASU.
- Good standing with the Catholic Church.

Time Commitment:

- 2-4 hours per week.

Reporting Relationship:

- Reports to Campus Minister.

Volunteer Job Description: Newman Night Coordinator

Title: Coordinator of Newman Nights

Job Summary: As the Coordinator of Catholic Newman Nights (Witness and Christ on Campus) for college students, you will play a pivotal role in fostering spiritual growth and community engagement within the campus ministry. Your responsibilities will revolve around organizing and facilitating weekly Newman Nights, providing opportunities for students to deepen their faith through prayer, discussions, and social activities. You will collaborate closely with campus clergy, student leaders, and volunteers to plan and execute events that cater to the spiritual needs of college students, while also promoting a welcoming and inclusive atmosphere. Additionally, you will oversee outreach efforts to attract new participants and support existing members in their journey of faith formation. Your passion for Catholic values, strong organizational skills, and ability to connect with young adults will be essential in creating a vibrant and supportive community on campus.

Responsibilities:

- Attend weekly student meetings
- Attend all Newman Nights
- Attend Student Formation Retreat
- Oversee setup and clean up after Newman Nights
- Supervise the hospitality table
- Emcee Newman Nights and introduce speaker for the night
- Coordinate receiving meals for Newman Nights

Qualifications:

- Junior or incoming senior at ASU.
- Good standing with the Catholic Church.

Time Commitment:

- 2-4 hours per week.

Reporting Relationship:

- Reports to Campus Minister.

Volunteer Job Description: Coordinator of Service

Title: Coordinator of Service

Job Summary: The Coordinator of Service at All Saints Catholic Newman Center plays a pivotal role in fostering a culture of compassion, engagement, and community outreach within the ASU campus and beyond. As a student-led position, this role offers an opportunity for passionate individuals to make a tangible difference in the lives of others while developing leadership and organizational skills.

Responsibilities:

- Attend weekly student meetings
- Attend all Newman Nights
- Attend Student Formation Retreat
- Collaborate with the Newman Center leadership to identify service opportunities that align with the mission and values of the organization. Establish and maintain partnerships with the Sisters of Life and our local St. Vincent de Paul Society and other Catholic local charities to create ongoing service projects for students.
- Event Planning and Execution: Plan, organize, and execute service events, Manage event logistics, budgeting, and communication to ensure smooth operations and maximum impact.
- Student Engagement: Actively engage with students to promote awareness of service opportunities and encourage participation. Utilize various communication channels, including social media, newsletters, and campus events, to reach and inspire the student community.

Qualifications:.

- Good standing with the Catholic Church.
- Passion for service and a commitment to making a positive difference in the community.
- Strong organizational and time management skills, with the ability to multitask and prioritize effectively.
- Excellent communication and interpersonal skills, with the ability to inspire and motivate others.
- Previous experience in volunteer management, event planning, or community outreach is desirable but not required.
- Ability to work collaboratively with diverse stakeholders, including clergy, staff, students, and volunteers.

Time Commitment:

- 2-4 hours per week.

Reporting Relationship:

- Reports to Campus Minister.

Volunteer Job Description: Coordinator of Social Events

Title: Coordinator of Social Events

Job Summary: The Coordinator of Social Events at the All Saints Catholic Newman Center is responsible for planning, organizing, and executing a wide range of social events and activities aimed at fostering community, engagement, and spiritual growth among students. This role requires a dynamic, creative, and detail-oriented individual with a passion for event coordination and a strong commitment to the values and mission of the Catholic Church.

Responsibilities:

- Attend weekly student meetings
- Attend all Newman Nights
- Attend Student Formation Retreat
- Coordinate all logistical aspects of events, including venue selection, catering, transportation, and equipment rental.
- Manage event timelines, budgets, and resources efficiently to ensure successful execution.
- Create and distribute promotional materials, including flyers, social media content, email campaigns, and website updates.
- Utilize various communication channels to effectively publicize events and engage the community.
- Maintain an active presence on social media platforms to enhance visibility and outreach.

Qualifications:.

- Good standing with the Catholic Church.
- Passion for service and a commitment to making a positive difference in the community.
- Creativity and enthusiasm for creating engaging and meaningful social events.
- Strong sense of community and dedication to fostering inclusive and welcoming environments.
- Ability to work both independently and collaboratively within a team.

Time Commitment:

- 2-4 hours per week.

Volunteer Job Description: Coordinator of Student Hospitality

Title: Coordinator of Student Hospitality

Job Summary: The Coordinator of Student Hospitality at All Saints Catholic Newman Center is responsible for creating a welcoming and inclusive environment for students at Newman Nights and other Newman Center activities. This role requires a personable and highly organized individual who excels in building relationships and fostering a sense of community. As a student-led position, the Coordinator of Student Hospitality will have the opportunity to engage with students, ensure smooth event operations, and contribute to creating a vibrant and inviting atmosphere.

Responsibilities:

- Attend weekly student meetings
- Attend all Newman Nights
- Attend Student Formation Retreat
- **Welcoming Students:** Greet students at Newman Nights and other Newman Center events, ensuring that everyone feels welcomed and valued.
- **Event Support:** Assist in setting up and managing the hospitality aspects of Newman Nights, social events, and other activities. This may include organizing food, drinks, seating, and ensuring a comfortable environment.
- **Team Coordination:** Lead a team of student volunteers to help with hospitality tasks during events. Ensure all volunteers are informed of their responsibilities and provide guidance as needed.

Qualifications:

- Good standing with the Catholic Church.
- Passion for service and a commitment to making a positive difference in the community.
- Strong organizational and time management skills, with the ability to multitask and prioritize effectively.
- Excellent communication and interpersonal skills, with the ability to inspire and motivate others.
- Previous experience in volunteer management, event planning, or community outreach is desirable but not required.
- Ability to work collaboratively with diverse stakeholders, including clergy, staff, students, and volunteers.

Time Commitment:

- 2-4 hours per week.

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