

Position Title:	<b>Agency Chaplain</b>	Program:	<b>Administration/Ministry</b>
Reports to:	<b>CEO/Head Minister</b>	Status:	<b>Part Time/24 hours weekly</b>
Date:	<b>February 2021</b>	Supervises:	<b>No</b>

Agency Chaplain must be a leader who is mission-driven and is committed to making a difference in the lives of those served by the organization. Under the direct supervision of the Chief Executive Officer and Head Minister, the Agency Chaplain supports the formal ministry of Volunteers of America. Additionally, the Chaplain provides supervision, training, and mentorship for constituent members and commissioned ministers that assists with carrying out the core support services within the agency ministry plan. This individual must be capable of enthusiastically promoting the mission of Volunteers of America, with the goal of expanding the presence of the ministry in the communities we serve and increasing community engagement.

### **Qualifications**

Minimum two years of experience in a pastoral role. Associate degree in Divinity or equivalent degree in theology, religious studies or pastoral care; Bachelor's preferred. They must be willing to become a commissioned or ordained Volunteers of America minister within 1 year.

Possess strong organizational and presentation skills, ability to communicate effectively orally and in writing. Ability to establish and maintain strong relationships with community groups, churches, pastors, and the public. Requires consistent exercise of discretion and judgment in the performance of duties. Must be able to work flexible hours, possess reliable transportation and valid driver's license.

Experience in community missions or non-profit experience. This person will have knowledge of the ecumenical church and inter-faith exposure. They must have demonstrated skills in pastoral care and collaborative working relationships among people of different faith backgrounds.

### **Principal Duties and Activities**

#### *Lead agency ministry:*

- The Chaplain will work in partnership with Head Minister and carry out the Agency Ministry Plan.
- The Chaplain will provide leadership, training and mentorship for commissioned ministers.
- The Chaplain will offer emotional support, religious and spiritual guidance to clients, staff and volunteers.
- The Chaplain will facilitate worship, celebration, and devotional services.

#### *Enroll key organizational leaders in the ministry of service:*

- The Chaplain will represent Volunteers of America in outside faith organization meetings and association gatherings.
- The Chaplain will be a resource for spiritual reference materials for activities and functions, including presentations, meetings and events.

*Development Activities:*

- Collaborate and network locally, regionally and nationally to expand ministry services and develop resources.
- Network with VOA ministers across the national organization; participate in conference calls, trainings, and ongoing education opportunities.
- Present information on the VOA ministry and its needs to churches, service organizations and other community groups.
- Propose, implement, and promote spiritual education for interested stakeholders.

If you wish to apply for this position, please email your cover letter and resume to:

[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*