

UNPAID/VOLUNTEER POSITION

Chicago Coordinator Description

Program Purpose:

Founded in 1998, The Ignatian Spirituality Project (ISP) works to end homelessness by providing Ignatian spiritual retreats to men and women who are homeless and in recovery from addiction. Those living in shelters often confront enormous obstacles in their transition out of homelessness and into long-term recovery. Rooted in the Spiritual Exercises of St. Ignatius and the 12 Step model, ISP's retreat program has proven to be an effective and important resource in laying a foundation of hope and transformation for individuals in the process of transitioning out of homelessness and reclaiming their lives.

General Description

ISP has **two** volunteer positions open:

- **Chicago Coordinator—Men's Team** (*men applicants only*)
- **Chicago Coordinator—Women's Team** (*women applicants only*)

The Chicago Coordinator assumes responsibility for leading and managing the ISP Chicago men's OR women's retreat ministry, respectively. The Coordinator position is a *volunteer* role of critical importance in our ministry, ensuring consistent and high quality programming for ISP Chicago programs. This position requires approx. 16 hrs/week, with some irregular weekend hours included.

The Coordinator is responsible for organizing all aspects of the Chicago retreat programs (overnight, follow-up, and ongoing accompaniment). These programs require coordinating the team (volunteers, logistics, planning), nurturing relationships with shelter personnel and other organizational partners, and communicating with the ISP Network office. Secondly, the Coordinator is responsible for ensuring that team formation events occur regularly. Ongoing team collaboration and correspondence, as well as coordination with the other (men's or women's) Chicago Coordinator, is an important part of this role.

The Chicago Coordinator attends the two-day Network Leadership Conference, held in Chicago each spring, and will jointly submit a yearly budget and help the ISP Network office coordinate/assist with local fundraising efforts as necessary.

Volunteer Duties and Responsibilities:

1. Program
 - A. Schedule and book overnight and follow up retreats prior to the fiscal year
 - B. Schedule team members for overnight and follow up retreats
 - C. Assist in identifying retreat participants with the retreat team leader and shelter liaisons
 - D. Provide paperwork and materials for the retreat team to use
 - E. Meet with the retreat team before and after retreats for planning and debriefing
 - F. Coordinate ongoing accompaniment and other local ISP programming
2. Team Coordination and Support
 - A. In conjunction with the formation leader, support team formation regarding Ignatian Spirituality, the 12-step program, homelessness, improving facilitating skills, etc.
 - B. Regularly correspond with team members via text, phone calls or team meetings to keep them apprised of all ongoing and upcoming activities



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- C. Meet with all new team applicants for approval
team members and encourage completion of volunteer training requirements
- D. Meet and dialogue regularly with ISP Network Regional Coordinator