



Annunciation Monastery in Bismarck, North Dakota

-Volunteer Opportunities-

The following volunteer opportunities are offered at Annunciation Monastery in Bismarck, North Dakota. Volunteers are encouraged to work part-time at the monastery and part-time in outreach. It is helpful to read over these and select 3-5 opportunities that are of interest to you. Based on your preferences, we will work with you to craft a weekly volunteer schedule that meets your unique desires to serve. To speak more about these volunteer opportunities, please contact Sister Hannah Vanorny or Sister JoAnn Krebsbach at 701.255.1520 or hvanorny@gmail.com.

<i>Role</i>	<i>Responsibilities</i>	<i>Standards of Performance</i>
Activities Assistant— Monastery Assisted Living	<ul style="list-style-type: none"> • Spend one-on-one time with older sisters • Accompany older sisters outside • Plan, facilitate, and engage sisters in activities such as crafts and Bingo 	<ul style="list-style-type: none"> • Interest in working with the elderly • Practice patience, empathy, and flexibility
Activities Assistant— Maple View Memory Care	<ul style="list-style-type: none"> • Plan, create, and facilitate afternoon and/or evening activities for persons with memory-impairment 	<ul style="list-style-type: none"> • Work in groups with persons with a range of levels of memory-impairment • Act creatively and think out of the box • Recognize when certain activities are not successful and be able to switch gears
Activity Assistant— Sanford Health St. Vincent’s Continuing Care Center	<ul style="list-style-type: none"> • Engage in one-to-one visits with residents • Facilitate and participate in Bingo Friday afternoons and Monday evenings • Plan, organize, and facilitate other group activities for residents in the evenings such as coloring, arts and crafts • Assist in the beauty shop every Friday morning • Helping with Pamper Me Pretty events once a month • Organize and/or play music for residents 	<ul style="list-style-type: none"> • Enjoy the company of older persons • Open to listening to their life stories • Flexibility and openness in assisting with and participating in wide variety of activities that change on a monthly basis



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Archives Assistant	<ul style="list-style-type: none"> • Scan photos, documents, negatives, and slides • Sort through albums, vestments, and artifacts • Box materials and organizing boxes on shelves • Sort through, clean up, and dispose of duplicate materials • Prepare and organize materials for Heritage Center and family distribution • Write deceased sisters' profiles • Assist with Memorabilia work and prepare it for submission to the Federation Archives 	<ul style="list-style-type: none"> • Computer literate • Have an understanding of or willingness to learn PastPerfect software • Hand old, antique, rare, and acid-free materials with care • Practice confidentiality • Ability to think creatively
Communications – Office Assistant	<ul style="list-style-type: none"> • Fold and stuff outgoing mail • Print labels and stickers • Ensure that outgoing mail goes to correct recipient • Write handwritten letters of thanks and birthday wishes to donors and other stakeholders • Maintain and update donors database 	<ul style="list-style-type: none"> • Familiar with office environment and knowledge of general office supplies and equipment • Neat and legible handwriting • Willingness to learn and develop a good understanding of the sisters' mission and charism in order to communicate it to others
Communications – Web & Technology Assistant	<ul style="list-style-type: none"> • Edit and develop monastery website • Research and compile media content for marketing, print, web, and other materials • Attend special events to take photos and record sisters • Publish pictures and videos on monastery website and social media 	<ul style="list-style-type: none"> • Computer and electronic media literate • Knowledge of operating a camera, photo editing software, and video software



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Gardening Assistant (Summer & Fall)	<ul style="list-style-type: none"> Assist with upkeep and maintenance of monastery gardens and grounds Tend to rhubarb patch and flower beds Weed and cart materials 	<ul style="list-style-type: none"> Interest in environmental work and gardening Physical strength to bend, reach, and be on knees frequently
Hospitality Minister— Annunciation Monastery	<ul style="list-style-type: none"> Assist the Hospitality Director in receiving guests at the monastery Help in the preparation and clean-up of guest rooms Assist sisters and housekeeping staff with cleaning, laundry, dishes, and general up keep of monastery 	<ul style="list-style-type: none"> Ability to take direction, and act independently when needed Physical strength to bend, reach, lift, and be on one’s feet regularly
Hospitality Minister— Catholic Health Initiative (CHI) St. Alexius Health	<ul style="list-style-type: none"> Further the mission of CHI St. Alexius Health to “Let all be received as Christ” Provide kindness and courtesy to patients, families, staff, and fellow volunteers Supplement staff responsibilities by supporting health care services in pediatric, obstetric, cancer, medical/surgical, intensive/coronary care, emergency, psychiatric, and chemically dependent patients 	<ul style="list-style-type: none"> Comply with hospital policy and procedures Practice professional code of ethics and confidentiality Augment services to patients, families, and staff which would otherwise be impossible through routine services and budget
Hospitality Minister— Ministry on the Margins	<ul style="list-style-type: none"> Participate in set-up and clean-up of morning hospitality house Greet clients by offering a warm space of welcome Prepare and serve clients a hot breakfast 	<ul style="list-style-type: none"> Offer a warm, open, and inviting presence to others Ability to work with a team of volunteers Act flexibly and switch roles according to the situation and need of the moment



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Hospitality Minister— Ministry on the Margins (<i>continued</i>)	<ul style="list-style-type: none"> • Participate in set-up, organization, re-stocking, and clean-up of food pantry • Act as a personal shopper by providing others with a shopping experience that restores human dignity and decision making skills • Assist in gathering and organizing immediate need goods for the poor such as food, clothing, medication, personal items, and cell phones 	<ul style="list-style-type: none"> • Develop working knowledge and understanding of the socio-economic challenges of population served
Kitchen Assistant	<ul style="list-style-type: none"> • Clean and prep vegetables • Help with dishes after meals • Bake with kitchen staff and sisters 	<ul style="list-style-type: none"> • Basic knowledge of kitchen appliances, tools, and utensils • Practice health and safety standards in preparation of foods
Library Assistant	<ul style="list-style-type: none"> • Help organize and shelve new books and other materials in the monastery library • Research new cataloguing systems for small libraries 	<ul style="list-style-type: none"> • Ability to take direction, and act independently when needed • Practice good organization skills
Switchboard Operator and Front Desk Greeter	<ul style="list-style-type: none"> • Welcome guests and check them in and out • Coordinate switchboards, Wi-Fi, and UPS deliveries • Respond to general inquiries and take messages 	<ul style="list-style-type: none"> • Good customer service skills • Experience of or willingness to learn monastery directory and learn how to operate switchboards, including holding and transferring calls and using intercom paging