

St. Martin Monastery in Rapid City, South Dakota

-Volunteer Opportunities-



The following volunteer opportunities are offered at St. Martin Monastery in Rapid City, South 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 Mary Wegher at 605.343.8011 or srmarywegher@yahoo.com.

<i>Role</i>	<i>Responsibilities</i>	<i>Standards of Performance</i>
Administrative Assistant— The Merciful Love Connection	<ul style="list-style-type: none"> • Maintain a Spanish website, database, and social media for the Merciful Love Connection, a non-profit organization that collaborates with the Refuge of Mercy in Santiago, Chile that helps adolescent mothers embrace life with their children • Advocate for the dignity of young women and their children so that they might embrace life together with hope and courage • Offer clerical assistance and assist with possible work in grant writing and fundraising 	<ul style="list-style-type: none"> • Develop a good understanding of the mission and ministries of the Merciful Love Connection • Computer literate and experience in maintaining databases • Spanish speaking preferred
Archives Assistant	<ul style="list-style-type: none"> • Sort and organize materials • File archive boxes • Sort through, clean up, and dispose of duplicate materials • Occasionally prepare and organize materials for display • Write deceased sisters' profiles when a sister has recently died 	<ul style="list-style-type: none"> • Computer literate and ability to use Microsoft Word • Handle antique, old, rare, and fragile items with care • Have an appreciation for the sisters' legacy and be able to think and work out of the box • Practice confidentiality

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Faith & Spiritual Development Assistant— Good Samaritan Society at St. Martin Village	<ul style="list-style-type: none"> Assist the chaplain in organizing varieties of worship with different pastors in the Rapid City area Extend the mission and ministry of Good Samaritan Society St. Martin Village to foster the well-being of residents of the senior living community Play music (singing, guitar, and piano) for Sunday services 	<ul style="list-style-type: none"> Interest in working with the elderly Respectfulness for and compliance with policies and procedure of Good Samaritan Society Able to take directions well Able to communicate about God and openness to religious diversity Skills and gifts in music are welcome
Gardening Assistant	<p>Spring & Summer:</p> <ul style="list-style-type: none"> Tend to flower beds and rhubarb patch, prune and weed the orchard, water potted plants Rake and removed pine cones, dig and put in mulch, help with compost, edging, and weed whacking Assist with landscaping, decorating, planning creative spaces, and adapting with the land <p>Fall & Winter:</p> <ul style="list-style-type: none"> Clean and prep equipment, shovel snow, and burn in open fields <p>Year-round:</p> <ul style="list-style-type: none"> Clean-up the pick-up truck, parking lot, and garage Load, unload, and cart materials Amend soil 	<ul style="list-style-type: none"> Have good strength and agility Bend, reach, and be on the knees frequently Able to drive in rough terrains Able to follow directions as instructed

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Health Care Assistant	<ul style="list-style-type: none"> • Take elderly sisters outside, accompany them for walks on monastery grounds, and read to them • Take sisters out for appointments and shopping in town • Assist with paperwork such as scheduling and calendar • Clean windows in health care rooms • Wax floors in health care unit kitchen with maintenance employee 	<ul style="list-style-type: none"> • Interest in care and companionship for the elderly • Able to engage others in conversation and activity • Demonstrate patience and empathy
Hospitality Minister	<ul style="list-style-type: none"> • Assist the hospitality director with guest check-in and check-out by cleaning and preparing bedrooms, bathrooms, and kitchenette • Water indoor plants at the monastery and at Terra Santa Retreat Center 	<ul style="list-style-type: none"> • Personable and friendly, with an interest in hospitality and welcoming others • Able to mop, sweep, and vacuum • Able to act where needed and be flexible
Minister to Monastery Needs (Floater)	<ul style="list-style-type: none"> • Help in designated area according to need of the day • Some possible needs might be: reception desk, helping with garden produce and apples, helping in an area where a sister is on vacation or sick 	<ul style="list-style-type: none"> • Open and flexible according to the needs of the day • Advantages of this position are getting to work with a number of sisters and in a variety of areas

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Sacred Space Minister	<ul style="list-style-type: none"> Decorate dining room and common spaces for feast days 	<ul style="list-style-type: none"> Creative and have an interest in interior decoration Have and/or develop good knowledge and understanding of liturgical calendar and feast days
Teacher's Aide—Elizabeth Seton School	<ul style="list-style-type: none"> Assist in correcting papers and decorating bulletin boards Facilitate and assist with a computer program for kindergarten students Meet with reading groups, writing groups, and math groups Develop students' writing skills 	<ul style="list-style-type: none"> Interest in working with pre-school and elementary school children Able to work one-on-one with students and in small groups Develop an appreciation for the learning process of children