

Volunteer and Staff Needs

As Mater Filius Colorado Springs prepares to open in 2023, God and the Sweet Love of Mary will be calling members of our community to participate in this important mission of Defending Life with Love. Please prayerfully discern with us whether They may be calling you to serve in these important ministry roles – both small and large – at Mater Filius.

Volunteer Positions

- **Director Roles:** Mater Filius is a true ministry, consisting of a volunteer Executive Director Couple and 6 more volunteer Directors that lead and sustain the organization. These have larger commitments (up to 10-15 hours/week) but are full of rewards both now and into eternity. Feeling called toward one of these areas? Contact us to explore further.
 - **Operations**
 - **Volunteers**
 - **Administration**
 - **Communications**
 - **Director of Doulas (Mentors to Moms)**
 - **Spirituality**

- **Manager Roles:** These work under the Directors to oversee a few concrete functions that support our ministry.
 - **Boutique Manager** – Sets up and oversees our Boutique where moms can “shop” for their daily needs. Manages volunteers, the accepted donations, the weekly shopping days, and bi-monthly Graduate shopping days.
 - **Resource Manager** – Tracks, manages, and helps obtain all the various material needs, such as household furnishings, personal items, baby items; maintains our wish/needs lists; coordinates resource volunteers.
 - **Community Outreach Manager** – With the Exec. and Communications Directors, fosters relationships with external resource providers/sources of client referrals, maintains our list of referrals for needs of our moms.

- **Internal Volunteers:** Personal and intimate interaction with the moms and/or kids. Must be women in good standing with their parish, able to make good decisions and act and speak with great love. Examples include:
 - **Doula (Mentor to Moms) – Need at least 10.** Rich and rewarding chance to mentor the future mother to assist her in obtaining the skills to provide a loving, functional home for her and her children. *(Should be mother of a family with sufficient time to devote to weekly meetings with the mother).*
 - **Respite Ima (Housemother) – Many needed every month!** Fills in during the times that the paid Imas are on break, typically helping moms make dinner weekday evenings or Sunday afternoons.
 - **Overnight Respite Ima** – Trained to serve overnight (ok to sleep) once per week and for occasional vacations to provide much-needed respite for our main Overnight Ima.
 - **Child Enrichment/Catechesis of the Good Shepherd Helper** – Helps our child enrichment program staff with the babies and other children accompanying our new mothers.
 - **Donation/Boutique Volunteer** – Under the Boutique Manager, receives, sorts, displays donations, and assists moms in “shopping” for their daily personal/household/baby needs.
 - **Driver** – Serve on a schedule or “on-call” to run regular errands for the household (e.g., grocery pickup, prescriptions, etc.), or client needs for work, school, or other routine needs.

- **External Volunteers:** Perform duties outside Mater Filius or without direct/frequent contact with the moms and kids. Great for men or women committed to the mission willing to accept any task. Examples include:
 - Maintenance Volunteers
 - Movers/helpers to set up the house
 - Painters for CGS Materials
 - On-Call Volunteers
 - Bookkeepers/Accountants
 - Car Repair Volunteers
 - Social Media or Web help
 - Any other talent you would like to share

~ (Continued on Following Page) ~



- **Resource Volunteer** – Under the Resource Manager, helps fulfill the material needs of Mater Filius and our moms, such as household furnishings, personal items, diapers, baby needs, and more. Can host a drive, plan an event, and more.
- **Praying Volunteer** – Makes a commitment before God to pray for Mater Filius and its spiritual/material wellness.

Please note: All Volunteers must share the mission of Mater Filius to Defend Life with Love; respect and obey the guidelines in our Operations Manual; and sign our commitment to respect life in all stages from conception to natural death. Volunteer positions with direct contact with clients will be subject to background checks and must complete Diocesan safe environment training.

To get started, please contact **Executive Director Lisa Schmitz** or **Board Advisor Julie Bailey** at info@materfiliuscs.org or (719) 900-2801

Paid Positions

Paid Positions are available for the following key roles, which we hope to fill within about two months prior to opening the home. Please join us in these crucial roles in carrying out our mission to Defend Life with Love!

To inquire or view full job postings, please contact **Executive Director Lisa Schmitz** at info@materfiliuscs.org or (719) 900-2801.

- **Imas (Housemothers), 2 part-time positions:** Ima is an Aramaic word (the language Jesus spoke) that means “Mom.” For Mater Filius, Ima is the main presence in the home and the person who most directly cares for the Mathis. She also oversees all activities that involve housekeeping and those which require transportation, such as medical appointments. Our part-time Imas will work about 25 hours per week to cover the daytime hours Monday through Saturday. (Typically, about 8am-4:30pm). Specific days/hours will be negotiated with the Executive Director among the part-time Imas, Overnight Ima, and Respite Imas.
- **Overnight Ima (Housemother):** This position serves as the main presence during the overnight hours, typically 8pm to 8am. The position has awake responsibilities until about 10:30pm and for emergencies, but otherwise may sleep in her private room with private bath. This position is paid by free room and board, as well as a very modest stipend. We will attempt whenever possible to provide respite overnight Imas to provide nights “off” a few times per month.
- **Child Enrichment Program Staff, 2-3 part-time positions, and possibly “on-call” positions:** Serves under our *Director of Child Enrichment* in our daily child enrichment program for 0–3-year-olds and separate program for 4–5-year-olds, both with a strong emphasis on the Catechesis of the Good Shepherd (CGS) and Montessori program activities. Ideal candidates are CGS and/or Montessori trained and/or experienced in working with children in these age ranges.
- **Preschool Activities Manager, part-time or “on-call”:** Serves under our *Director of Child Enrichment* in our child enrichment program for 4–5-year-olds during periods when children of that age are residing in the home, with a strong emphasis on the Catechesis of the Good Shepherd (CGS) and Montessori program activities. Ideal candidates are CGS and/or Montessori trained and/or experienced in working with children in these age ranges.

Please note: All paid staff must share the mission of Mater Filius to Defend Life with Love; respect and obey the guidelines in our Operations Manual; and sign our commitment to respect life in all stages from conception to natural death. All staff in paid positions will be subject to background checks, must complete Diocesan safe environment training, and will have other position-specific required training.

Defending Life with Love