

Westmoreland Volunteer Corps Board  
Westmoreland Congregational Church of Christ  
1 Westmoreland Circle  
Bethesda, MD 20816

**Position Description:** Interim Community Counselor, Westmoreland Volunteer Corps (WVC)

**Time Commitment:** approximately 4-5 hours per week, on average. Weekly community meetings with Volunteers, three weekend retreats per year (two 3-day and one 1-day retreats), interviews with 5 to 8 candidates in spring, quarterly report at board meetings, and other duties as described below.

**Locations:** Volunteer House – 4514 Western Avenue, Bethesda, MD, 20816; retreats held at locations within 3 hours of Bethesda; board meetings held at Westmoreland CUCC, 1 Westmoreland Circle, Bethesda, MD 20816.

**Supervision:** the Counselor will report to the Chair of the WVC Board, except for spiritual matters or matters of a Volunteer's needing referral for in-depth counseling or therapy when she/he will work closely and directly with the Senior Minister of Westmoreland Congregational United Church of Christ.

**Term of Service:** November 1, 2017 – July 31, 2018

**Compensation:** \$7500

**Preferred Qualifications and Experience:**

Experience working with young adults;  
Excellent interpersonal skills;  
Experience planning, leading retreats;  
Understanding of intentional community;  
Familiarity with and support for the mission of Westmoreland Congregational United Church of Christ and the Westmoreland Volunteer Corps;  
Bachelor's Degree.

**Areas of Responsibility:**

The interim counselor's primary responsibility shall be to the Westmoreland Volunteers and are enumerated below.

A. Provide support, guidance and assistance to the Volunteers to organize and live their year of service, including:

1. Helping the Volunteers devise norms and standards for living together in intentional community at the Volunteer House, developing a house covenant

that reflects their agreement, and revisiting and perhaps amending the covenant periodically;

2. Convening and facilitating regular “community” meetings (usually weekly). Meetings will often focus on discussion and making decisions (topics may include: residential life and group decisions on such matters as house stewardship, sharing of responsibilities, personal vs. group needs, etc.; the challenges of working with service agencies administering to the poor and disenfranchised; adjustment to the Washington area; changes in Volunteer perspectives over the year; and other topics suggested by the Volunteers); and
3. Helping plan and, in concert with the Volunteers, leading the content portions of three Corps/Board retreats this year (November 10-12, 2017; February 3, 2018; and May 18-20, 2018) taking into consideration the needs and interests of the Volunteers and Board. Thoughts on retreat planning will be shared with the Board chair and retreat planner during the planning phase for Board input and recommendations/involvement.

B. Assist the Volunteers to explore their personal growth and spiritual journeys, including:

4. Considering their personal growth and spiritual journeys together in ways acceptable to all members and developing a covenant for doing so;
5. Encouraging their interaction with members of the Board to serve as personal resource persons during the year; and
6. Meeting with individual Volunteers no fewer than three times during the course of the year to discuss their personal growth and spiritual journeys; and toward the end of the year to assist them in preparing them for the transition to the coming year.
7. If the need for in-depth or extensive therapy with any individual becomes apparent, the Counselor will recommend it to the Senior Minister who will meet with the individual to discuss needs and available services, and will inform the WVC Board Chair about the situation to the extent that respect for confidentiality permits.

C. Communicate with the Board, including:

1. With the Board chair regarding any issues that require prompt Board consideration and at least quarterly attending Board meetings to discuss how the program is going in general as well as any specific issues that need consideration;
2. At year’s end (i.e., July or early August) writing a brief summary of the highs and lows of the year, with suggestions for improvement of the program;
3. Meeting with each (5-8 in March or April) Volunteer candidate invited to Washington for interviews, and conveying to the Board a written assessment of the applicant’s suitability for the Westmoreland program; and
4. Serving as a facilitator for communication between Volunteer Corps members and Board members if needed.

The Counselor may be asked to perform other duties as agreed upon by the Board and Counselor.

Interested candidates should submit cover letter and resume by October 6, 2017 to Westmoreland Volunteer Corps Board Chairperson Nancy Van Meter, [nvanmeter5@gmail.com](mailto:nvanmeter5@gmail.com)