



JOB DESCRIPTION

DEPARTMENT: Faith Formation

REPORTS TO: Pastor

JOB TITLE: Director of Youth Faith Formation

STATUS: Full-time, Exempt

POSITION SUMMARY:

Responsible for the overall coordination, management, and evaluation of the youth faith formation programs.

EXPECTATIONS OF EMPLOYEE:

- Adheres to all St. Francis of Assisi's policies, procedures, and core values
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Communicates openly and regularly with supervisor, team members, parents, and volunteers
- Consistently reports to work on time prepared to perform duties of position
- Manages time well and meets organization productivity standards

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program & Faith Community:

- Oversees the planning and implementation of the Youth Faith Formation and the Special Needs Programs
- Review and evaluate the programs, materials and catechists on a yearly basis
- Direct the recruitment and training of catechists and support volunteers for Youth Faith Formation programs as needed, as well as substitute catechist
- Provide In-Service opportunities for catechists in both catechetics and faith formation.
- Provide support & effective communication with parents, staff, catechists, volunteers and students
- Assist in the operation of the program during the weekly classes
- Collaboration with all parish & school staff, especially in the area of faith formation of the students
- Participates and seeks consultation and input at regular meetings of the Faith Formation Council
- Maintains a relationship with the Diocesan Department of Evangelization and Catechesis and the St. Joseph Educational Center for consultation, support, and resourcing
- Provide support and supervision to the Vacation Bible School coordinator and volunteers
- Participates in the parish process for creation of the budget for Youth Faith Formation

In Relation to the Sacramental Preparation of Youth in 8th Grade or Younger:

- Coordinate the sacramental preparation programs and liturgies of the parish for First Reconciliation and First Communion preparation for children in 8th grade or younger
- Recruit and plan for youth sacramental program

QUALIFICATIONS:

- Must be a practicing Catholic in good standing.
- Bachelor's degree is preferred, studies in Religious Education or equivalent.
- Proficient in use of MS Office programs, comfortable with social media and knowledge of online
- Upon hire complete Virtus training and be accountable for the continuation of that training.

WORKING CONDITIONS:

- Expected to work evenings and weekends in support of Youth FF sessions, programs and events
- Normal office environment with little exposure to excessive noise, dust, and temperature
- Ability to lift 25-50 pounds in a typical business or office environment
- Ability to be mobile for extended periods of time

LANGUAGE SKILLS:

- Excellent written, and verbal communications skills required
- Ability to read, analyze, and interpret information
- Highly proficient in spoken and written English

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature: _____

Printed name: _____

Date: _____