Job Title: Jr High CCD Coordinator (Edge 6th, 7th & 8th Grade)

Classification: Part Time

Job Summary: The Jr. High Coordinator is responsible for the direct/on-site implementation and supervision of the Jr. High CCD Program.

List of Duties & Responsibilities:
- Recruiting and supporting teachers/team members and other volunteers
- Planning and/or Supervising class planning sessions
- Supervise environment set up (when applicable)
- Supervise class sessions
- Maintain discipline
- Prepare rosters/small groups
- Determine which course will be taught each semester
- Create yearly calendar
- Maintain working relationship with Pastor
- Maintain working relationship with ELC Principal
- Maintain working relationship with DRE and other office personnel
- Find guest catechist when needed
- Attend spring coordinator’s meeting
- Attend bi-annual course planning sessions when applicable
- Locking and unlocking/ supervising building and classroom doors on class days and special workdays
- Maintain attendance records
- Initiate and maintain contact with parents
- Plan and direct fall orientation session with students and parents
- Promote extra-curricular learning, service and social interaction opportunities

Educational and Job Experience Requirements:
- Two-three years of youth ministry leadership experience or a certification/degree in theology

List of Additional Requirements, if any:
- Must become an active participating parishioner of St. Mary Parish and faithfully receiving sacraments
- Must be available for evening/weekend work
- Attend staff meetings when necessary
- Attend parish events

How to Apply: Interested applicants should submit resumes to:
Denise Gesser, at St. Mary Church Email: dgesser@cox.net