Job Title: Coordinator of K-5 Learning  
Department: Pastoral Staff  
Job Grade: S-4  
Category: Part Time 15 Hours per Week, Non-Exempt  
Reports to: Director of Learning  
Revision Date: November 18, 2021  
Apply by Date: January 1, 2022  
Apply to: Diane Saunders, diane@stcharlesborromeo.org

Position Overview:

The Coordinator of K-5 Learning works directly with the Director of Learning and the Pastor to provide religious education leadership that supports the mission of our parish and stays within budget restraints. They will ensure compliance with all safe environment requirements. The Coordinator K-5 Learning successfully manages the curriculum, volunteers, and the implementation of programs that support the teachings of the Church and encourage opportunities for involvement in parish life. The ideal candidate will:

- Provide resources and support to parents in their role as the primary religious educators of their children
- Is present to supervise and coordinate catechists at weekly Faith Formation classes and other events
- Communicate via mail, e-mail, parish webpage, phone, etc to maximize contact and information flow among all program participants
- Conduct program evaluations from parents, the catechists and students by the end of each year
- Recruit, interview, train, supervise and evaluate volunteers for all levels of involvement in the K-5 Learning program.
- Establish a group of parent facilitators for social gatherings and outreach experiences throughout the year.

Requirements:

- Practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Have earned or is in process of completing a degree in Theology or related field
• Excellent interpersonal, communication, public speaking, and presentation skills
• Ability to work independently with little supervision
• Strong management/supervision experience
• Participate in professional development, formation and training
• Good software skills, including Microsoft Office (or equivalent), PDS, Constant Comment, etc.
• Knowledge of child development and learning styles
• Must be able to have flexibility in work hours
• Excellent organizational skills required
  • Ability to multi-task
  • Think and respond clearly under pressure
  • Good record-keeping skills
  • Strong time management skills

Other requirements:

Empower parents and volunteers to become confident faith leaders within their families and the parish community through the offering of periodic faith formation workshops.

Ensure that all curricula support the teachings of the Catholic Church, the spirit of Vatican II and the Parish mission statement.

Resources
• Resource and procure catechetical resources for the K-5 Learning programs, staying within budget guidelines.
• Maintain inventory of supplies and orders supplies as necessary.
• Ensure all supplies are available and organized for all K-5 Learning programs.

Work in a spirit of cooperation with other Faith Formation coordinators and programs.

Spiritual and Professional Growth
• Encourage ongoing formation for catechists in conjunction with the requirements for catechist certification outlined by the Dioceses of Oakland.
• Continue professional development and spiritual enrichment through professional reading, seminars, conferences, retreats, and institutes, while keeping continuing education costs within budget guidelines.

Administrative Functions
• When necessary, greet and assist parishioners and visitors, referring them to appropriate contacts.
• Receive phone calls and responds to messages on a timely basis.
• Assist in registration of families for Faith Formation programs.
• Develop the annual budget for K-5 Faith Formation.

• Parish Leadership
• Integrate and complement the activities of the parish community into the K-5 Learning programs.
• Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

Non-Essential Job Functions:
• Participate in Learning meetings, all Pastoral Staff Meetings and Staff Retreat days.
• Attend meetings as necessary with ministry leaders and other parish leaders.
• Attend parish functions when possible.

Other Skills/Abilities:
• Ability to present oneself professionally
• Ability to maintain confidentiality
• Ability to prioritize and to be flexible
• Ability to lead, plan and manage change