

## **Basilica of Saint Mary**

### **POSITION DESCRIPTION**

**Title:** Coordinator of Learning for Children & Youth

**Reports to:** Director of Learning

**Date:** July 1, 2021

**Department:** Learning

**Annual Schedule:**

**Classification:** Exempt

- Hours/Week: 25
- Months/Year: 12 months / year

### **PURPOSE OF POSITION**

Support the vision, mission and values of the Basilica of Saint Mary by developing, coordinating and implementing children's and youth learning within the parish community and engaging families in these offerings. Plan and manage catechetical programs for grades Pre K-9 and Basilica YES service program for grades 11&12. Manage the Nursery, its staff and volunteers. Work in collaboration with Liturgy and Sacred Arts and Christian Life ministry departments to integrate faith formation and learning with experiential opportunities in those ministries.

### **SCOPE OF POSITION**

- ⇒ Receives work assignments and direction from the Director of Learning.
- ⇒ Responsible for recruiting, training and supervising volunteer Catechists and room aides.
- ⇒ Supervises Nursery staff and volunteers.

### **POSITION QUALIFICATIONS**

- Three years experience in faith formation and sacramental programs for children and youth in a parish setting and a demonstrated ability to engage with children, youth, parents and volunteers.
- Be a practicing Catholic and have solid background in Catholic theology, faith formation and education with a working knowledge of the foundations of quality catechesis.
- A teaching background and a Master's degree in Theology and/or Education preferred.
- Strong planning, organization, management and detail orientation skills.
- Excellent written and oral presentation skills.
- Ability to relate well with volunteers and parents from diverse backgrounds, and conflict management skills.
- Experience with recruiting, supervising volunteers and managing and administering programs and budgets.
- Strong and current computer skills with proficiency in Microsoft Office Suite, including Word, Excel, and Outlook email and calendar, with an understanding of Google Workspace and the ability to troubleshoot and resolve issues within these applications. Knowledge of setting up and running Zoom or other virtual meeting programs. Experience with Blackbaud Raisers Edge NXT (RE) software or comparable database software and experience with PowerPoint preferred.

### **PRIMARY FUNCTIONS/DUTIES AND MAJOR ACTIVITIES**

**Manage and support the multi-intelligence curriculum of Catechetical programs for children and youth, staying within Archdiocesan guidelines.**

- Consult with catechists and parents to view, select and acquire suitable resource materials for Catechetical programs. Protect children and youth by working with the Basilica's Safe

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Environment Coordinator to implement all requirements and reporting to stay in compliance with the USCCB Charter for the Protection of Children and Youth and VIRTUS requirements.

- Recruit, train, and support a volunteer team of catechists, classroom aides and tech aides who have completed the VIRTUS Essential 3 requirements. Provide in-service training of volunteers in basic theology, methods of catechesis including multi-learning pedagogy, and materials to be used in teaching. Observe, evaluate and offer appropriate feedback to volunteers.
- Integrate children's and youth lessons from the Office for the Protection of Children and Youth (OPCY) into catechetical programs, and maintain necessary records of participation. Prepare and submit timely reports to meet OPCY requirements.
- Recruit, train and supervise nursery staff. Ensure proper procedures and VIRTUS requirements are followed and required recordkeeping is maintained.
- Participate and collaborate with other Basilica staff working with children's and family ministry, including staff responsible for children's music ministry programs, Christmas Musical, Children's Liturgy of the Word and sacramental preparation.

#### **Plan communications and invite and engage parish families in Basilica Learning and faith formation offerings and track participation.**

- Articulate the parish's philosophy and theology underlying the learning program.
- Communicate with families using Basilica vehicles including newsletter, bulletin, e-news, and social digital channels and meet communications deadlines
- Utilize MyBasilica (the Basilica website's interactive feature) for personalized communications with parents.
- Inform parents in a timely manner about program events, parish policies, registrations, fee and tuition policies, sacramental preparation schedule and policies, meetings, and enrichment opportunities.

#### **Plan and administer the Children, Youth and Family offerings.**

- Develop a comprehensive annual calendar including all aspects of children and youth faith formation. Coordinate with sacramental programs and the parish's master calendar. Coordinate scheduling to invite Pastor to participate in key gatherings with parents and children.
- Schedule facilities and equipment needed for all programming and activities. Oversee the proper use and maintenance of these facilities.
- Manage the maintenance of accurate records and coding in RE related to registration, attendance, and evaluations.
- Prepare annual Children's Youth and Families Learning budget for Director of Learning to review. After budget approval, review, code and process expense invoices for approval.
- Oversee the timely processing and emailing of invoices to families to collect program fees and work with Accounting Staff to monitor and manage budgeted expenses.

#### **Participate in staff activities and commit to continuing education and professional development.**

- Attend department and staff meetings and accept assignments on cross-ministry teams.
- Update team members and staff regularly on matters pertaining to the catechetical program.

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- Be ready to work and complete all assigned work and responsibilities.
- Accept additional responsibilities identified as needed or assigned by director.
- Maintain membership in a professional organization in the area of children’s catechesis (ACRE).
- Attend annual archdiocesan ministry days and other job related workshops.
- Attend to ongoing spiritual formation, for example, participation in an annual retreat and or spiritual direction

**MENTAL DEMANDS**

- Strong leadership, teaching and management skills.
- Confidentiality.
- Understands and has the ability to explain and teach the Catholic Faith, doctrine and practice.
- Ability to engage and collaborate with a wide spectrum of parishioners and volunteers with enthusiasm, sensitivity and compassion.
- Ability to engage with staff with genuine respect, cooperation, and collaboration.
- Understands age appropriate instructional materials and methods of teaching.

**PHYSICAL DEMANDS:**

- Work 25 hours per week when needed.
- Able to lift up to 25 pounds.
- Ability to work eight or more hours in a given day.

**Designation of Essential Functions**

\*Employment in and by the Church is substantially different from secular employment.

Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position *does* require that the employee be a Catholic. It is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices. Reasonable accommodations for the religious practice of non-Catholics will similarly be provided.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization’s needs change, my job description will change.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_