



Office Aide: Provide office support for Levels 1 – 6 Faith Formation classes. Welcome families, do clerical/office work, assist with Smart boards, collect and record attendance, help accompany children to the bathroom, assist with safety monitoring, close down the office and classrooms including computers and Smart boards, and assist at the family portion of Family Faith Nights as needed.

Time commitment: September through April; 7 sessions per school year, 1.75 – 2.25 hour each (includes 15-30 minutes before and after class).



Childcare Assistant: Provide childcare for:

- Preschool and Kindergarten age children during the monthly Family Faith Nights;
- Preschool, Kindergarten, and Elementary age children during catechist/classroom assistant trainings/meetings scheduled instead of class during regular class session times.



Time commitment: September through April; 7 Family Faith Nights and 3 Catechist/Classroom Assistant Training/Meetings per school year, 1.75 – 2.25 hour each (includes 15-30 minutes before and after class).



Hall Monitor: Provide a safe, nurturing environment for children during Elementary Faith Formation classes. Welcome families, monitor hallways and bathrooms, assist with Smart boards, help collect attendance, help accompany children to the bathroom, help close down classrooms including computers and Smart boards, and assist at the family portion of Family Faith Nights as needed.

Time commitment: September through April; 7 sessions per school year, 1.75 – 2.25 hour each (includes 15-30 minutes before and after class).



Hospitality Team Member: Provide a welcoming environment for parents and children in Elementary Faith Formation on the monthly Family Faith Nights. Welcome parents and children and assist with setup, distribution, replenishing, and take down/clean up of materials and refreshments during the monthly Family Faith Nights.

Time commitment: September through April; 7 sessions per school year, 1.75 – 2.25 hour each (includes 15-30 minutes before and after class).



Important Notes about Family Faith Nights and Catechist/Classroom Assistant Trainings:

- Our exciting new Elementary Faith Formation includes regular class sessions, monthly Family Faith Nights, and more trainings for catechists and classroom assistants.
- The 7 monthly Family Faith Nights are part of the 22 class sessions for Elementary Faith Formation.
- We are looking for Office Aides, Hall Monitors, and Childcare Assistants for the Family Faith Nights who do not have children in the elementary program.
- The parent/guardian portion of the Family Faith Nights will be video taped for catechist and classroom assistants to view. Catechists and classroom assistants who have children in the program will be able to participate in the family portion of the Family Faith Nights with their own children.
- Child care will be provided for the Family Faith Nights and for the catechist/classroom assistant trainings that take place instead of class during the regular class session times.
- **For more information, contact :** Erika Novak, Faith Formation Resources Coordinator, 763-762-7368 or erikanovak@saintvdp.org or Mary Ann Marschall, Coordinator of Elementary Faith Formation, 763-762-7406 or maryannmarschall@saintvdp.org