

## Parish Community of Saint Helen

### POSITION DESCRIPTION

**Position:** Religious Education Assistant

**Reports To:** Director of Religious Education (Grades 1-4)

**Classification:** Non-exempt  
**(Exempt or Non-Exempt)**

#### General Description

This (year-round/part time) position involves providing administrative support to the Director of Religious Education for Grades 1 to 4 at the Parish Community of Saint Helen.

#### Required Duties/Responsibilities:

- Supervise the check in and check out process for students and parents during all scheduled classes for religious education grades 1-4. Your responsibilities are to welcome the children, handle parent questions, provide set up/clean up before and in between classes and train and oversee the check in volunteers. The religious education classes for Grades 1-4 take place after school and into the early evening over scheduled weeks from September- April.
- Be present and assist Director for Sacramental practices, Sacramental Masses and Services and retreats on certain scheduled weekends during the year.
- Comfortable speaking with children and parents and able to respond to parents' questions related to Religious Education.
- Ability to coordinate volunteers for classes and reaching out to substitutes for coverage of classes and training the check in volunteers.
- May-Sept. Religious Education Registration support in clerical services and technology support to the Director of Religious Ed. (Grades 1-4):
  - Experience with database systems and becoming competent with the Touchpoint system we use at Saint Helen to provide reports for enrollment.
  - Coordinate with Director in developing on-line registrations in TouchPoint for Religious Ed. Registration, First Reconciliation and First Communion, parent meetings and other events.
  - Coordinating Religious Ed. calendar/class schedule and room assignments.
  - Attendance on Touchpoint to send missed lessons to absentees.
  - Navigate Saint Helen website to provide information as needed.

#### Volunteer Coordination:

- Coordination of volunteers for Reconciliation Services, and First Communion Masses, Blessing Cup Retreat and assist planning volunteer luncheons.
- Protecting God's Children – Disseminate information, ensure compliance via Virtus of all volunteers. Follow up on compliance of volunteers throughout the year.
- Keeping track of volunteer numbers in each program as registration progresses.
- Train and direct the check in/check out volunteers during the session times.
- Children's Liturgy of the Word: scheduling volunteers utilizing Sign up Genius; Prepare Children's Weekly Bulletin and place in Meaney Hall.
- Answer and screen telephone calls, and record messages.
- Elementary Families Together- grades 1-4 family group for service, community, and fun – Assist the needs of the religious ed. Director, attend planning meetings/events.

## **Sacramental Duties for Year 2 Blessed & Family Sacrament Group:**

- Obtain required Sacrament documentation (Baptismal certificates) and record selected sacramental data in parish record books and Touchpoint Parish database.
- Correspond with previous Parishes to receive the proper documentation for Sacraments received.
- Attend and assist parents and Director at the Blessing Cup Retreat.
- Prepare & coordinate all certificates for Year 2 Blessed – First Reconciliation and First Communion (created on computer or ordered) and FC banners,

## **Purchasing, labeling, storing needed curriculum and class needs:**

- Purchasing books and materials to support the classes and coordinate book distribution, labels on all books & nametags for students and teachers.
- Prepare Religious Education materials including contents of folders for volunteer ministers, class lessons, class lists, nametags for students and volunteer.
- Inventory supply needs as the year progresses.

## **Qualifications/Skills**

- Ability to maintain confidentiality in all matters.
- Positive and supportive to the DRE and all staff members
- Advanced proficiency in Microsoft Office365
- Ability to learn and work with software programs and parish databases as needed.
- Professional communication skills both in person and on the telephone
- Written and verbal communication is clear and concise.
- Well-developed people skills in interacting with all who come to the parish office.
- Maintain professional appearance.
- Ability to solve practical problems while dealing with a variety of variables and know when to seek guidance.
- Ability to adapt and change as initiatives are proposed and implemented.
- Excellent organizational skills
- Efficient time management skills (ability to multi-task and be detailed oriented)
- Other duties as assigned.

## **Education and/or Experience**

- High school diploma
- 3-5 or more years working in an office setting. Educational setting preferred.
- Familiarity of the Catholic Faith and love of working with children.

## **Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions