

**Diocese of Tucson
St. George Roman Catholic Parish**

JOB DESCRIPTION

Job Title: Coordinator of Religious Education

Exemption Status: Non-exempt

Department/Location: Apache Junction

Primary Function: Under the direction of the Pastor and the DRE, is responsible for assisting with the management of the Religious Education program for the Parish.

Essential Duties and Responsibilities:

- Perform as a lay ecclesial minister in support of the parish's spiritual and pastoral mission
- Assist the pastor and DRE articulate a vision within the Parish community to include an assessment of needs, setting of priorities, setting of goals and objectives, and the implementation of plans of action
- Communicate and cooperate with all Parish Ministers and Staff to include conflict resolution, serve as a resource and support for other ministers and staff, participate in meetings as necessary
- Meet regularly with Pastor and DRE to plan and schedule curriculum, assess needs, incorporate prayer, service and outreach at all levels
- Assist the pastor and DRE in administering Religious Education programs to include program coordination, assign catechists and volunteers, keep sacramental records, set and enforce facilities guidelines, ensure a safe environment is in place.
- Recruit and form Catechists, including Catechist education and training, adhering to Diocesan guidelines
- Plan catechesis for children with special catechetical needs
- Monitor issues effecting youth and create relevant special education events to provide guidance
- Assist in managing religious education staff, delegate administrative, clerical and custodial tasks to appropriate personnel, and assign volunteers, in accordance with Diocesan policies and procedures
- Coordinate retreats and service projects that are off site
- Coordinate as necessary, activities with Diocesan staff
- Prepare reports as necessary, submit RE information for the parish bulletin, advertise upcoming events, communicate activities at masses and schedule dates and events on parish calendar
- Ensure the existence of a safe environment for youth at all times; implement standard operation procedures (SOP's) for youth activities as needed
- Communicate with families via a monthly Parent Update letter.
- Perform other duties as assigned by Pastor and DRE

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal education and office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required; weekend and overtime work may be required
- Proficiency in computer technology to include Microsoft Office

- Must be familiar with Faith First Legacy Edition, Center for Ministry Development- Faithways and Generations of Faith, EDGE and Life Teen programming.
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass a background and criminal history check

Education and Experience:

- 5 years experience in a Catholic religious education environment as an educator or practicing catechist
- Level 1 catechetical certification or equivalent education

To Apply:

Please [download](#) application for employment and submit the application with a cover letter to:

Rev. Domenico Pinti, Pastor
St. George Parish
300 E. 16th Avenue
Apache Junction, AZ 85119