

Volunteer Ministry Position Description

Volunteer Ministry Position: Faith Formation Weekly Office Aide

Purpose: To provide office support and a safe, welcoming environment during Grades 1 – 6 Faith Formation classes.

Responsible to: Coordinator of Grades 1 – 6 Faith Formation

Responsibilities:

- Read and follow all communication and work direction from the coordinator in a timely fashion.
- Report 15 – 20 minutes before session start to the office/work room on scheduled days or evenings.
- Follow and complete the “Faith Formation Office Aide Checklist” each week.
- Welcome families, catechists, etc., as they stop in/arrive and help them get their questions answered.
- Assist catechists and classroom assistants with finding supplies, copying, taking children to the restroom, etc.
- Record attendance accurately and manage the office binder.
- Assist with telephoning absentees (adults only), sorting and preparing materials, copying, etc.
- Fill in as hall monitor or classroom assistant as needed and appropriate during class.
- Follow all Faith Formation policies, guidelines and procedures, especially safety and emergency procedures. (See folder.)
- Stay 15 minutes after class to assist with classroom/building checking, locking, cleanup, late pickup, etc.
- Before you leave, check out with and inform the coordinator of anything that needs addressing and work completed.
- Contact the coordinator well in advance if unable to come for your scheduled session.
- Seek to grow and learn through continuing education programs and personal formation.
- Communicate with the coordinator about concerns regarding children, program or facility.
- Report suspected child neglect or abuse to the coordinator and appropriate authorities confidentially.
- On Family Faith Nights: *Parent Office Aides = Office Aides with children in the Gr. 1 – 6 program
 - *Parent Office Aides:
 - Assist before and after class as usual;
 - Assign 2 Office Aides/Hall Monitors total to assist in Regan Hall and to supervise children of volunteer ministers and take them to the classroom;
 - Attend parent and family sessions during class.
 - *Non-parent Office Aides: Act as Family Faith Night (FFN) Office Aide per its description

Qualifications/Skills:

- Be current on safe environment requirements: **Adults (Age 18+):** Background check, VIRTUS training, code of conduct, and mandatory reporting; **Minors (Age 13-17):** Two reference letters, Guidelines and Boundaries (GB) training, and code of conduct
- Prompt, reliable, friendly, welcoming, and able to work with others in the catechetical mission of the church.
- Love of children/youth and ability to relate well with them, including those with special needs, and their parents, catechists and other assistants
- Ability to direct others in a warm and welcoming manner yet be firm when necessary.
- Helpful, but not mandatory: Teaching or leadership experience with children.

Time Required:

- Assist weekly, or other agreed frequency, for approximately 23, 1.25 hour sessions plus at least 15 minutes before and after class
- New Office Aides: Mandatory VIRTUS training (3 hours) or GB training; New catechist orientation and training.
- All Office Aides: Adult: Online VIRTUS refresher training every 3 years: Minors: GB training review annually.

When and Where: Tuesdays 6:00 – 7:15 pm or Wednesdays 5:00 – 6:15 or 6:45 – 8:00 pm,
in the St. Vincent de Paul Education Center

Training/Support Provided:

- Orientation from the Coordinator, staff, and/or other Office Aide on the first night of service
- Map of the facility, a list of classes and their room numbers, and Emergency Procedures
- **Adults:** Mandatory VIRTUS training for new office aides; Online VIRTUS refresher training every 3 years;
- **Minors:** GB training review annually
- *Weekly Catechist Notes*
- Personal and professional support of the coordinators regarding your questions, ideas, etc.

Length of Commitment: September through April

Last Reviewed: August 2, 2017