



JOB DESCRIPTION

HIRING

**CATHOLIC RELIGIOUS
EDUCATION COORDINATOR**

**WRIGHT-PATTERSON
AIR FORCE BASE**

1099
CONTRACT

DAYTON, OH

Send your resume to info@sawyerglobal.com



GENERAL RESPONSIBILITIES THE CREC SHALL:

1. Establish and publicize regular office hours.
2. Prepare Parish School of Religion (PSR) Funds and Facility Requests in accordance with Air Force and Chaplain Corps policy and directives and submit requests to the Director of Faith Formation.

3. Upon proper approval of Funds Requests, order and distribute all curriculum, equipment, and supplies required to support the PSR. Funds Requests shall be submitted in a timely manner according to AFI and Chapel policies.

4. Schedule and facilitate PSR Staff Meetings.

5. Ensure evaluation of catechists is conducted either personally or through grade-level coordinators. Provide feedback to catechists.

6. Ensure that at least one (1) youth formation or activity is offered every month. If the program is split between middle and high school aged youth, at least one (1) youth formation or activity shall be offered for each age group.

SECURITY AND SAFETY THE CREC SHALL:

1. Comply with all Air Force computer and information security requirements, if applicable.

2. Ensure that all keys, if any, issued by chapel staff are not lost, misplaced, or used by unauthorized persons. These keys are property of the US Government. The CREC shall not duplicate any US Government key. The CREC, upon termination, shall return keys to the Facility Manager.

3. Ensure that all facilities are properly secured at the conclusion of all programs or services when a Chaplain or Chaplain Assistant is not present.

4. Observe all safety and security requirements at the facility being used and make all reasonable efforts to protect US government property from damage.

QUALIFICATIONS THE CATHOLIC REC SHALL:

1. Possess current certification as a Catechist from a Roman Catholic diocese and have at least two years of classroom experience as a catechist in a Parish School of Religion (PSR).

2. Have a master's degree in Education, teaching, or similar. Applicants with lessor or equivalent experience shall be considered if not otherwise fully qualified individuals apply.

3. Be bilingual in English and Spanish. Applicants only proficient in English shall be considered if no bilingual individuals apply.

4. Be able to work successfully within the pluralistic environment of the Air Force Chaplain Corps.
5. Possess good people skills that enable him/her to work effectively and harmoniously with others including chaplains, chapel staff, volunteers, and parishioners.
6. Furnish a resume including academic and religious education work related experience along with at least two letters professional reference (no relatives).

SECURITY AND SAFETY THE CATHOLIC YOUTH PROGRAM COORDINATOR SHALL:

1. Comply with all Air Force computer and information security requirements, if applicable.
2. Ensure that all keys, if any, issued by chapel staff are not lost, misplaced, or used by unauthorized persons. These keys are property of the US Government. The CREC shall not duplicate any US Government key. The CREC, upon termination, shall return keys to the Facility Manager.
3. Ensure that all facilities are properly secured at the conclusion of all programs or services when a Chaplain or Chaplain Assistant is not present.
4. Observe all safety and security requirements at the facility being used and make all reasonable efforts to protect US government property from damage.

GENERAL RESPONSIBILITIES THE CATHOLIC YOUTH PROGRAM COORDINATOR SHALL:

1. Assist the Catholic Clergy by assuming responsibility for all aspects of middle and high school aged youth activities, retreats, and programs.
2. Meet quarterly with the sponsoring Chaplain or Priest to review the status and effectiveness of youth programs.
3. Recruit, train, nurture, and lead volunteer staff to include chaperones, drivers, and administrative staff members. The list of volunteers will be approved by the service chaplain or Branch Chief.
4. Maintain contact and positive relations with parents/guardians of youth group members.
5. Plan and execute annual action plans for retreats and activities.
6. Prepare and submit proposed annual budget for the youth programs to the program sponsoring chaplain IAW budget and policy directives.
7. Comply with all Federal, State, and Local Laws and requirements and Air Force Instructions that apply to the position.
8. Ensure volunteers working with youth below 18 years of age receive a background check as described in DODI 1402.5. Background check documents will be routed through the Branch Chief and chaplain assistant staff for processing.

VOLUNTEER MANAGEMENT REQUIREMENTS THE CATHOLIC YOUTH PROGRAM COORDINATOR SHALL:

1. Assist the Catholic Clergy by assuming responsibility for all aspects of middle and high school aged youth activities, retreats, and programs.
2. Meet quarterly with the sponsoring Chaplain or Priest to review the status and effectiveness of youth programs.
3. Recruit, train, nurture, and lead volunteer staff to include chaperones, drivers, and administrative staff members. The list of volunteers will be approved by the service chaplain or Branch Chief.
4. Maintain contact and positive relations with parents/guardians of youth group members.
5. Plan and execute annual action plans for retreats and activities.
6. Prepare and submit proposed annual budget for the youth programs to the program sponsoring chaplain IAW budget and policy directives.
7. Comply with all Federal, State, and Local Laws and requirements and Air Force Instructions that apply to the position.
8. Ensure volunteers working with youth below 18 years of age receive a background check as described in DODI 1402.5. Background check documents will be routed through the Branch Chief and chaplain assistant staff for processing.

QUALIFICATIONS THE CATHOLIC YOUTH PROGRAM COORDINATOR SHALL:

1. Be a practicing Catholic in the Roman Catholic Church and shall become active in the WPAFB Catholic Parish.
2. Be able to work successfully within the pluralistic environment of the Air Force Chaplain Corps.
3. Possess good people skills that enable him/her to work effectively and harmoniously with others including chaplains, chapel staff, volunteers, and parishioners.
4. Be able to receive clearance from a background investigation IAW public Law 101- 647, Section 231 (Crime Control Act of 1990 and DODI 1402.5, Criminal History Background Checks on Individuals in Child Care Service Position). An adverse finding from this investigation shall result in a termination of services.
5. Applicant shall have at least 1 year of work-related experience to include any previous work experience in a chapel or other educational environment with Christian based religious education as a student or instructor.