

Position Title: Assistant Director of Catechesis of the Good Shepherd

Status: Part-time; 15 hours per week

Reports to: Director of Catechesis of the Good Shepherd and Director of Children’s Ministries

RESPONSIBILITIES/DUTIES:

* Recruit and communicate with volunteers for catechesis-related positions listed below:
	+ new Catechists to train for Level 1 and serve on Sunday mornings
	+ Atrium Helpers to serve in Levels 1-3 on Sunday mornings
	+ Atrium Helpers for Children with Special Needs in Levels 1-3 on Sunday mornings
	+ Children’s/Youth Hall Sunday Morning Coordinator
	+ Atrium Work Crew
	+ Photographers
* Assist and Supervise Atrium Work Crew for Levels 1-3
* Serve on Sunday mornings in the atrium as a catechist for at least 20 Sundays during the school year
* Serve as Catechesis Coordinator and Leader on Sunday mornings when Director of Catechesis is absent
* Monitor volunteer background check database to ensure all catechesis volunteers checks are up-to-date and complete
* Assist with Atrium Helper training once a month during the school year
* Assist with catechesis volunteer scheduling for Sunday mornings
* Assist with special presentations to various church groups
* Assist with materials preparation and maintenance for Levels 1-3
* Assist in making new materials for Levels 1-3
* Assist with communications to catechists and volunteers at beginning and end of year

EDUCATION, EXPERIENCE, AND PERSONAL CHARACTERISTICS:

* Completed a certified Catechesis of the Good Shepherd Level 1 Adult Faith Formation course successfully and has worked as a certified Level 1 catechist, or interest in completed coursework
* A mature personality and a system of beliefs compatible with IPC’s theology, its approach to children’s ministries, and the goals of Catechesis and Children’s Ministry
* Able to work with multi-person staff and volunteers, and to supervise volunteers when needed
* Able to recruit, equip and empower volunteers serving in the catechesis ministry
* Excellent spoken and written communication skills
* Proficient with Microsoft Office, Google applications, PowerPoint, Sign-up Genius, and willing to learn and utilize IPC’s new volunteer database
* Excellent organization, time management, planning, goal setting, and listening skills

Salary and benefits are competitive. Please apply to Kay Roller at kroller@ipc-usa.org.