



Office Assistant **Job Description**

Title: Office Assistant for St. John Neumann's Religious Education (RE) Program

Responsible To: Director and Coordinator of Religious Education

Responsibilities of an Office Assistant:

- Copies materials and prepares handouts, etc., for classes or special events
- Collects attendance sheets and records attendance during class time
- Answers the RE Office phone
- Assists parents in completing early pick-up exit slips
- Supervises students' welfare and safety
- Checks in each week with the RE Office. If unable make a class, informs the RE Office
- Shares and supports the vision and goals of the parish Religious Education program
- Abides by Diocesan policies, including completing all required forms and training
- Exhibits a positive attitude with children, parents, staff, and the parish community

Personal Qualities Needed:

- Love of the Lord and love of children
- Openness to the Spirit, to people, to new ideas
- Respect for the dignity of every person

Length of Commitment: September to May

