

Catechesis of the Good Shepherd

Catechist Aide Job Description

Job Summary: Helps the children pray by keeping the atrium orderly and calm; assists the catechist by observing the children and meeting their needs during CGS sessions.

Reports to: Lead Catechist

Staff Supervisor: Director of Evangelization & Discipleship, Shannon Ausloos

Skills & Abilities:

- A disciple of Jesus who loves, respects and relates well to small children
- Coachable and willing to learn the Montessori educational methods used in the atrium
- Ability to observe, listen and respond to the needs of the children
- Ability to firmly but positively redirect disruptive or distracted children
- Awareness of the mood and noise level of the room

Duties & Responsibilities:

- Prepares the Atrium Prior to the Session: fills water sources and ensures the atrium is tidy and shelves are in order
- During the Session:
 - Sets an example by participating in any full group prayers or presentations
 - Meets the children's needs when asked or when required (lighting and tending candles, reading scripture, helping with bathroom breaks, art project help, etc)
 - Creates and Sustains an atmosphere of prayer and concentration by redirecting children who become distracting or disruptive to others, helping distracted children find a work that interests them, and helping children ponder questions about God that lead them to prayer
 - Observes the children to discover their interests, personalities and needs
- After the session: Tidies the atrium and helps with light cleaning

Environment: Indoors, does require bending or crouching to a small child's level

Training & Supervision:

- Training Prior to Acting as a Catechist Aide:
 - Completing Catechist Aide Training through Most Blessed Sacrament Parish
 - Completing the Green Bay Diocese Safeguarding all of God's Children training course
 - Passing a criminal background check
 - Signing the parish code of conduct
- Ongoing Training and Supervision:
 - Speaks regularly with the lead catechist about the needs of the children and their progress in the atrium as well as any needed adjustments in the environment
 - Yearly feedback on performance and opportunities for growth

Schedule: Sunday afternoons October to May from 12:30pm-3:00pm or Tuesday mornings from October to May from 10:00-11:30am

