

<b>Job Title:</b>	Activities Director	<b>Job Category:</b>	Operational
<b>Department/Group:</b>	Family Mission	<b>Job Code/ Req#:</b>	BLS 21-2021
<b>Location:</b>	Onsite	<b>Travel Required:</b>	Local
<b>Level/Salary Range:</b>	Confidential	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Jean-Paul Boucher	<b>Date posted:</b>	January 19, 2018
<b>Will Train Applicant(s):</b>	Yes to add on strong baseline skills	<b>Posting Expires:</b>	N/A
<b>External posting URL:</b>	<a href="http://saintjohntheevangelist.com/about-us/job-opportunities-at-saint-john">http://saintjohntheevangelist.com/about-us/job-opportunities-at-saint-john</a>		
<b>Internal posting URL:</b>	N/A		
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (239) 566-8740 or <a href="mailto:jp@sjecc.com">jp@sjecc.com</a> Subject Line: Activities Director Position <b>Attention:</b> General Manager		<b>MAIL:</b> Jean-Paul Boucher Saint John the Evangelist Catholic Church 625 111 <sup>th</sup> Avenue North Naples, FL 34108	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p>The Activities Director of Saint John the Evangelist will be the primary coordination and execution point for all Catholic Youth Organization (CYO), which encompasses the functions of Youth Ministry at Saint John for the children and youth, and Catholic Adult Organization (CAO) programs, which is inclusive of Young Adult, Adult, and Experienced individuals. The AD has the responsibility to develop, communicate, execute, and oversee the persistent activities of the Parish Family and larger community in 4 core areas: Sports and Wellness, Social and Spiritual, Arts and Music, and Science:</p> <ul style="list-style-type: none"> <li>• Develop and refine the vision for CYO and CAO in collaboration with the Pastor and General Manager to meet USSCB guidelines and specific parish needs</li> <li>• Develop administrative plans with financial management and accountability for CYO and CAO for members of our Parish Family and the Naples Community</li> <li>• Direct all aspects of the programs including developing content for and coordinating the weekly activities and events</li> <li>• Develop management plan for full suite of activities for both CYO and CAO age groups, ensuring reach to all levels of the Parish Family and Naples Community</li> <li>• Implement vision and direction of Pastor for effective use of the Pulte Family Life Center</li> <li>• Ensure execution of all approved activities, including but not limited to material ordering, instructor training and feedback, scheduling events, coordinating with vendors, and assigning responsibilities to other staff</li> <li>• Coordinate and Collaborate with the Artistic Director and CYO Athletic Coordinator for specific programs and activities</li> <li>• Devise methods to recruit youth, young adults, and adults into the programs, as well as leaders to assist with all aspects of ministry programming. Train and monitor the performance of these leaders</li> </ul>			

- Design a communication plan to share program’s objectives, activities and accomplishments with parishioners and the outside community in an ongoing and effective manner
- Evaluate programs’ effectiveness and make appropriate changes when needed
- Attend parish staff meetings, formation days, and other parish events as assigned by Pastor and/or General Manager
- Support program participants through attendance at their external events
- Support additional programs and activities within the other parish needs as requested by the General Manager or Pastor

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- At least 5 years in leadership position with increasing responsibility and achievement at a Catholic parish, school, organization or Diocese of similar size and scope
- Experience with missionary and outreach engagements that demonstrate Catholic Social Teaching through service, reflection, and prayer
- Bachelor of Arts in Humanities, Theology, Education, or Religious Studies

**PREFERRED SKILLS**

- Masters in Education or Theology
- 7 years of experience in CYO or other Similar Programs

**ADDITIONAL NOTES**

N/A

Reviewed By:	Jean-Paul Boucher	Date:	January 17, 2018
Approved By:	Father John Ludden	Date:	January 17, 2018
Last Updated By:	Jean-Paul Boucher	Date/Time:	January 17, 2018