



JOB DESCRIPTION

HIRING

**CATHOLIC RELIGIOUS
EDUCATION
COORDINATOR**

**MARINE CORPS AIR STATION
NEW RIVER**

1099
CONTRACT

JACKSONVILLE, NC

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SERVICES SUMMARY

- **Location:** MCAS New River, NC
- **Schedule:** Tuesday through Thursday 8:00 AM – 3:00 PM and Sunday 7:30 AM – 12:00 PM
- Minimum 20 hours a week.

QUALIFICATIONS:

- Shall possess a minimum of two (2) years prior experience as a Catholic Religious Educator.
- Shall possess an active suitability and fitness determination (Public Trust) from the Federal Bureau of Investigation (FBI). Must undergo and pass background check.

RESPONSIBILITIES

- Design, implement, and maintain a calendar of Catholic Religious Education events including Catholic Advisory Group meeting, life skills workshops, seminars, and bible studies.
- Advise and brief the CRP on current and evolving Catholic religious education curriculum developments.
- Attend Catholic Advisory Group (CAG) meetings and other required meetings.
- Evaluate current and prospective Catholic volunteers.
- Instruct youth participants on Catholic sacrament preparations and supervise and conduct youth group workshops and spiritual formation.
- Monitor and facilitate Catholic bible studies.
- Assist the CRP with accountability of and budgeting for religious supplies, e.g., rosaries, bibles, and other religious items.