

Apple Valley Catholic
Community, Acton,
Boxborough and Stow MA



Position Description

TITLE: St. Isidore CARES Program Facilitator (Afternoons)

DATE: December 18, 2024

REPORTS TO: St. Isidore CARES Program Director

Work Week Hours: 3 hours per day (3PM - 6PM), up to 5 days per week

SUMMARY: The Apple Valley Catholic Community of St. Elizabeth of Hungary in Acton and Boxborough, and St. Isidore in Stow, is currently seeking an Afternoon Program Facilitator for the St. Isidore CARES daily Faith Formation Program. This role is responsible for the supervision and safe custody of the children in the CARES Program for the duration of their registered time as participants. The ideal candidate should have experience working with children in grades K-5.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

St. Isidore CARES aims to help children understand what it means to love their neighbor, who their neighbor actually is, and to be kids who care for others, in thoughts, words, and action. From the hours of 3PM to 6PM each school day, the Program Facilitator will supervise and engage with the children in the management of the program, which includes a balance of arts & crafts, physical activities, and other child-led exploration along with an integrated play-based application of the AVCC faith formation curriculum. No previous catechesis knowledge is required.

Working with the St. Isidore CARES Program Director, the Program Facilitator will

- Maintain the space in the Saint Isidore Church Hall in a clean and orderly fashion, including “resetting” the space on Friday afternoons so it’s ready for weekend liturgical activities.
- Communicate with appropriate AVCC Staff on supplies for the program including craft supplies as well as paper products, etc.
- At the conclusion of the Center School academic day, receive the children from Center School personnel, walk them over to Saint Isidore, execute the CARES program curriculum, and sign them out to approved parents/guardians when they arrive for pickup.

The Program Director will provide registration information and attendance sheets for each day. The Program Facilitator is responsible for managing and recording the attendance each day.

The Program Director will provide any curriculum and materials needed for the Program Facilitator to deliver instruction.

QUALIFICATIONS

- Demonstrated experience in custodial care of young children, K-5
- A Catholic/Christian in good standing.
- Strong interpersonal skills.
- Ability to lift up to 50 pounds as needed.

Interested Candidates should send cover letter and resume to: recruiting@avcatholic.org