

GUARDIAN ANGEL INFORMATION

1. JOB DESCRIPTION

- Guardian Angels monitor hall traffic to assure safety of children during Faith Formation classes.

2. DUTIES

- Arrive 15 minutes before session to help set-up books and other materials in classrooms.
- Contact the Director with problems/concerns
- Monitor entrance for late arrivals
- Monitor hall traffic to assure safety of children during classes.
- Oversee the bathroom and water fountain usage
- Call parents in the event of an emergency or sick child
- Help visitors in and out of classrooms
- Sign out early release students to parents
- Report any classroom problems to the Director
- Check bathrooms to see that toilets are flushed and lights are out
- Do a final check to assure all children have left the building and that all classrooms are locked and all lights are shut off
- Help catechists with making of copies, getting DVDs or media supplies.

3. TIME REQUIRED

- *2 hours (15 minutes before, 90 minutes for class)

4. IN- SERVICE PROVIDED

- Mandatory attendance at Archdiocesan Virtus- Protecting God's Children Workshop & background check.

5. QUALIFICATIONS AND SPECIAL SKILLS

- Dependability
- Punctuality

- Willingness to work on a team and collaborate for the good of the community

6. BENEFITS OF INVOLVEMENT

- A sense of accomplishment
- Knowing the children in our community are safer through your efforts
- Become more familiar with the community through increased involvement

7. RESPONSIBLE TO

- DIRECTOR OF CHILDREN'S MINISTRIES

8. WE NEED YOUR HELP

- *If you notice any problems, dangers to the children, repairs that need to be made or other additions or improvements to our campus grounds or buildings, please let the Director know.*

Thank you for sharing the Good News with our children this School Year!! We look forward to meeting you, working with you and serving you.



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