

## **Holy Spirit Church – Fremont**

Job Title: Local Safe Environment Coordinator

Department: Administration

Job Grade: S-2

Category: Non-Exempt - Part Time 6-8 Hours Per Week

Reports to: Business Manager

### Position Overview:

The Local Safe Environment Coordinator ensures Parish compliance with all Diocesan Safe Environment standards.

### Essential Job Functions:

- Is the contact person for the Diocesan Safe Environment Office
- Must work closely with the DRE/Pastor/Parochial administrator/Business Manager
- Coordinates with the Diocesan Coordinator for training, live scan fingerprinting, and clearances.
- Completes and submits all Safe Environment Compliance Documents by the due dates.
- Maintain Virtus database with all volunteer training and background screening data.
- Gather all relevant data on volunteers to insure all are in the system when trained.
  - Schedule training sessions for site and assist at live trainings (if needed)
  - Notify all who are not in compliance to train
  - Insure all who are required to live scan have done so, cleared and are entered in the database.
  - Run all NON FINGERPRINTED VOLUNTEERS through the Megan's law Database annually.
  - Insure compliance with requirements for the entire site (adults) to retrain every three years.
  - Insure that faith formation students are safe environment trained annually and data recorded in Virtus.

### Requirements:

- Should be highly organized and have the ability to use data base software.
- Excellent people, communication and organizational skills required.
- Strong computer skills with Word, Excel, or equivalent.