Title: Director of Programs and the Pulte Family Life Center

Reports to: Pastor/Operations Manager

Location: St. John the Evangelist, Naples

The Director of Programs and the Pulte Family Life Center is responsible for organizing, promoting, and overseeing social, arts, and athletic activities for St. John the Evangelist Parish. He/She also manages the operations of the Pulte Family Life Center, ensuring a safe, secure, clean, and active environment. Furthermore, the DOP will mentor and work with the Director of CYO & Youth Ministry in creating vibrant and fun Youth and Family programming.

**ROLES AND RESPONSIBILITIES**

CAO Programs:

* Create a robust calendar of programming for the Pulte Family Life Center (and sometimes other areas on Campus), to include weekly programs (trivia, bingo), monthly programs (happy hour/karaoke, paint night), and special events (concerts, movie nights)
* Serve as the point person for outside groups and organizations who use the Pulte Center
* Create a marketing plan for programs and activities, to include bulletin announcements, flocknotes, social media, program guides, etc.
* Represent the church in planning, conducting and evaluating activities that involve ministries and groups
* Ensure there is a balance of activities across ages and content areas
* With the Operations Manager, prepare contracts and appropriate paperwork for all Independent Contractors, Lessees, and Performers

Management of the Pulte Family Life Center:

* Maintain and supervise the repair, organization, and cleanliness of the Family Life Center
* Manage the organization and inventory of Pulte Café supplies
* Oversee the Pulte Family Life Center Membership program. Maintain the database, communicate with members, promote memberships and programs, monitor security and check-in protocols
* Partner with IT and Pro-Audio to ensure all technical components in Pulte are working properly to better support operations
* Responsible for the maintenance and repair of recreation equipment and supplies. Partner with Max Flex Fitness to ensure all equipment is working properly
* Recruit, train, and schedule volunteers to staff the Front Desk, Café, and programs. Ensure all volunteers are background-checked Safe Environment trained
* Communicate any concerns to the Operations Manager in a timely manner

CYO Activities Planning:

* Act as a mentor and support to the Director of CYO and Youth Ministry
* With the Operations Manager and Director of CYO and Youth Ministry, create an Annual calendar of Family and Youth programs
* Support the work of the Director of CYO and Youth Ministry in building the Youth Groups and expanding the role of Youth in the liturgy.
* Assist in the recruitment and training of qualified coaches for all teams. Ensure they are certified and meet all background check and safe environment training requirements

Additional Responsibilities:

* Be available to answer questions or provide support on programming, membership, or Pulte operations
* Maintain the CAO and Pulte Family Life Center sections of the website and be present on social media
* With the Operations Manager and bookkeeper, write and maintain a budget for the department
* Ensure staff and volunteer presence in Pulte during operating hours

**QUALIFIATIONS AND REQUIREMENTS**

* Practicing Catholic with a deep understanding of the Faith and a desire for continued learning and growth
* A minimum of 3 years in planning activities and programs for a similar-sized organization
* Experience organizing sports teams, working with independent contractors, and scheduling games/practices
* Experience with booking performers, writing contracts, and theater tech a plus
* An out-going, energetic personality
* Strong organizational skills, with a high attention to detail
* Creativity and a desire to have fun and try new things