**ST. CYRIL OF JERUSALEM
PARISH RELIGIOUS EDUATION PROGRAM (PREP)
OFFICE ASSISTANT**

Volunteers (male or female) will be assigned to the first session on Monday or Tuesday afternoon 4:45 p.m. to 6:00 p.m. or the Monday evening session 6:30 p.m. to 7:45 pm.

Duties for all sessions:

* Report to the PREP office in the rectory approximately 15 minutes prior to start time of the assigned session.
* Distribute catechists folders to each classroom if necessary
* Retrieve catechists folders ten (10) minutes after start of class and return to PREP office
* Initiate Lock Down procedure for each building...simultaneously with previous step
* Perform administrative duties as assigned by PREP Secretary or DRE
* Escort late arriving students to their classrooms.
* Assist in Early Dismissal Process including receiving all signed forms and escorting the parent or the authorized individual to the classroom of the student. Re-locking the doors when student has been retrieved.
* Address any violations in the parking lot, e.g. parking where not permitted, speeding, removal of cones to gain access or exit, entering the circle between church and rectory, etc.
* Report any suspicious persons, vehicles, activities, to the DRE.
* Assist catechists/assistants/teen aide with copying and other requests
* Ten (10) minutes before end of the session, unlock all buildings
* Return keys to DRE’s office.

Additional duties for Monday Evening Session: for securing all buildings, turning off lights, checking rest rooms, and locking all buildings that do not have a scheduled activity after PREP

* Assisting with turning off all lights and locking buildings
* Portable lower thermostat for heat/AC 60 degrees and turn off lights and lock both doors in the Portable
* In Rectory basement, check restrooms. Lower heat/ac, turn off lights including outside steps
* Assisting with removing traffic cones from the parking lot and storing them in front of the social hall electrical room
* Return keys to DRE’s office.

 May 2016