POSITION DESCRIPTION

Title: Lay Program Coordinator for Totus Tuus

Primary Purpose

The Totus Tuus Lay Program Coordinator works with the Chaplain to oversee the seasonal operations, logistics, and parish relationships for the Totus Tuus program in the Diocese of Tyler. The Lay Coordinator leads missionary recruitment, assists in coordinating training and formation, manages program scheduling and finances, and provides ongoing mentorship and field support to missionary teams across participating parishes.

Primary Responsibilities

1. Program Logistics & Operations Management
    a. Scheduling & Parish Coordination: Manage and execute the scheduling of Totus Tuus across participating parishes; liaise directly with Pastors and Parish Coordinators to set expectations, address inquiries, and collect post-program feedback.
    b. Supply & Financial Tracking: Monitor program inventory, order necessary supplies and materials, and track and reconcile all program-related expenses.
    c. Administrative Oversight: Organize and maintain all program documentation, paperwork, and administrative records.
2. Recruitment, Hiring & Team Formation
    a. Candidate Selection: Assist in interviewing and selecting missionary candidates for the Totus Tuus program.
    b. Team Placement: Collaborate with the Chaplain on team assignments and the strategic division of missionaries into ministry teams.
3. Training, Missionary Support & Conflict Resolution
    a. Training Coordination: Help plan, organize, and facilitate comprehensive training sessions for missionaries.
    b. Field Support & Mentorship: Conduct bi-weekly check-ins and field visits with missionary teams to ensure well-being, provide ongoing mentorship, and maintain open availability for daily troubleshooting and support. Conduct monthly check-ins with the Chaplain.
    c. Conflict Resolution & Triaging: Act as a primary liaison to resolve interpersonal team dynamics or parish-level conflicts; escalate high-level managerial or clergy-specific issues directly to the Chaplain.
4. Time Commitment & Seasonal Expectations
    a. Summer Program Operations: 10–15 hours per week during active program delivery.
    b. Missionary Training: Full-time attendance required for the 1-week summer training session.
    c. Off-Season Administrative Operations: 5–10 hours per week throughout the remainder of the year.
5. Remote Work & In-Person Requirements
    a. Remote-Eligible Responsibilities: Materials creation (marketing flyers, advertising graphics), missionary candidate interviews, parish scheduling, and routine virtual check-ins with the Chaplain and missionary teams.

    b. On-Site & Travel Expectations: While bi-weekly check-ins can be conducted remotely, the role requires on-site presence for urgent troubleshooting, team mentorship, and conflict resolution at participating parishes as needed.
6. Perform additional duties as assigned/needed.

General Qualifications

- Strong Catholic Faith and evangelical zeal
- Servant leadership qualities
- Preferable experience with the Totus Tuus Program
- Good Organizational Skills
- Proactive Leadership
- Strong Communication Skills
- Strong Emotional Intelligence

Primary Relationships

The Lay Coordinator reports directly to the Chaplain. The Lay Coordinator manages the Missionaries and collaborates and coordinates with the Parish Coordinators, Pastors, and other volunteers.