



Job Title: Youth Ministry Coordinator, Middle School, and High School

Department: Faith Formation

Job Grade: M - 3

Category: Non-Exempt

Hour's p/week: 23 hours

Compensation: \$30.00/hr.

Reports to: Pastor

POSITION OVERVIEW:

The Youth Ministry Coordinator works directly with the Pastor and parish staff in providing a parish based pastoral ministry with youth. The Youth Ministry Coordinator successfully manages the curriculum, volunteers, and the implementation of programs that support the teachings of the Church and encourages opportunities for involvement in parish life.

ESSENTIAL JOB FUNCTIONS:

- **Volunteer Management:**
 - ♦ Recruit, interview, train, supervise and evaluate volunteers
 - ♦ Ensures Safe Environment compliance to Diocesan guidelines for volunteers.
- **Communication:**
 - ♦ Issues communications in various forms (mail, email, Flocknote, webpage, phone, etc.) to increase contact and flow of information among all who participate in the programs.
 - ♦ Develops close communication with and mutual support from families of youth.
 - ♦ Integrates and complements the activities of the parish community into all Youth programs
- **Programs:**
 - ♦ Areas of Supervision, but not limited to:
 - ❖ Middle School
 - Faith Formation
 - Middle School Youth Ministry Program
 - Community Service Outreach
 - ❖ High School
 - High School Youth Ministry Program
 - Confirmation Program, Years 1 & 2
 - Community Service Outreach
- **Curriculum Development:**
 - ♦ Implements a holistic approach to youth ministry which includes, but is not limited to, catechesis, prayer, learning and practicing traditions of our faith, community building, service for others, community outreach, and participation in monthly youth-involved liturgies.
 - ♦ Reviews all parish program calendars to ensure no conflicts.
- **Spiritual and Professional Growth:**
 - ♦ Encourages and provides ongoing formation for volunteers and all youth and families.
 - ♦ Continues professional development and spiritual enrichment.
- **Administrative Functions:**
 - ♦ Develops and/or reviews the annual budget for Youth Ministry

- ♦ Timely submits bills and reviews department expenses to ensure compliance with budget.
- ♦ Coordinates Youth Ministry fundraiser if needed.
- ♦ Manages Youth Ministry events.
- **Parish Leadership:**
 - ♦ Acts as an advocate and evangelizer for youth and their families to the parish and community.
 - ♦ Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

NON-ESSENTIAL JOB FUNCTIONS:

- Participates in Youth Ministry meeting, Pastoral Staff Meetings and Staff Retreat days.
- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attends Diocesan meetings related to Youth ministry.
- Attend parish functions when possible.

REQUIREMENTS:

- A faithful, practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Bachelor's Degree with a certificate in Youth Ministry; or bachelor's degree with substantial experience and graduate level coursework in theology/catechesis
- Strong spiritual leadership skills
- Excellent interpersonal, management, communications, public speaking, and presentation skills
- Strong organizational and administrative skills to implement and manage youth activities.
- Enthusiasm to grow youth ministry integrating youth, families, and the greater parish community.
- Must be able to have flexibility in work hours.

This is a part-time, non-exempt position, 23 hours per week and does not include benefits. Interested candidates please send a resume and letter of intent to Keri@sttheresaokland.org.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the parish.