

St. Catherine of Siena
Youth Ministry Coordinator

Position Title: Youth Ministry Coordinator

Annual Salary Range: Salaried (based on experience and level of education)

General Description: Responsible for coordinating and providing a comprehensive Youth Ministry program for all young people from 5th – 12th grades.

Supervision of this position: General assignment of duties will come from the Pastor and the Youth Ministry Coordinator reports directly to the Pastor.

Diocesan Requirements: Protecting God's Children, fingerprinting and a background check for the Youth Ministry Coordinator and all adults who volunteer with the Youth Ministry department.

Duties and Responsibilities: The responsibilities listed are representative of the position but not all inclusive.

- Base all activities on the USCCB document “Renewing the Vision: A Framework for Catholic Youth Ministry”
- Call all young people to be disciples of Christ
- Draw all young people into the life, work, and mission of the church and encourage them to be active and visible members of the parish community and liturgical ministries
- Provide the youth with service opportunities during the year, in addition to the two week-long mission trips, Urban Plunge, that St. Catherine sponsors/supports each summer
- Provide a safe environment and a place where the young church shares and grows together in their Catholic faith
- Recruit and maintain a strong group of adult youth advisors who are caring, energetic, and true witnesses of their Catholic faith
- Empower our young church at St. Catherine to become happy, healthy, and holy adults

Administrative Duties

- Work in Collaboration with leaders of Religious Education to coordinate duties, activities and events that support the various youth ministry programs
- Communicate and act as a resource to parish staff
- Provide the Parish Council with periodic updates of Youth Ministry activities and programming
- Develop and manage the youth ministry budget
- Maintain office and program records per diocesan and parish requirements
- Supervise and coordinate scheduling of youth events and activities, and weekly meetings, to include room needs, materials, and possible schedule changes
- Assist with the planning of the Confirmation Retreat with the Coordinator of Religious Education and the Director of Faith Formation

- Organize, plan, and facilitate two one-week long mission trips during the summer (Urban Plunge), including securing the appropriate facilities, working with local agencies for potential jobs and clients, securing the adult and youth volunteers, planning and implementing training meeting prior to the trips, budgeting for the trip and materials, and supervising and organizing the youth and adults during the week-long trips in June and July.
- Connect with the youth of the parish, and their families, including but not limited to: parish bulletin, website, email, social media, snail mail, and announcements at the end of Mass
- Keep the parish faith community informed of the youth ministry activities through the weekly bulletin, quarterly newsletter, social media, email, and announcements at the end of mass
- Support Teen/Peer Leaders to assist with planning and organizing Youth Ministry activities, fundraisers, service projects, and/or retreats.
- Support and encourage participation in diocesan-wide youth ministry events, retreats, and activities
- Support Young Adult ministry opportunities within the parish and diocesan activities
- Participate in ongoing professional development by attending monthly diocesan youth ministry meetings and training opportunities.

Educational Requirements and Desired Skills and Qualities:

- Bachelor's Degree or higher in Youth Ministry, Education, or other related field
- Experience in working with youth and young adults
- Ability to maintain confidentiality in all matters related to the work and to use social media responsibly.
- Strong organizational skills
- Flexible
- Good listening skills
- Commitment to the to the mission of the church
- Knowledge of volunteer management
- Self-motivated
- Excellent interpersonal skills
- Articulate
- Strong writing skills, desktop publishing skills preferred.

Send resume to: pastor@stcatherineop.com