Holy Family Parish Position Description
Coordinator of Youth Ministry

I. Identifying Information:
   Status: part-time; non-exempt
   Reports to: Director of Catholic Faith Formation (DCFF)

II. Function of the Position:
   Responsible for the ongoing development of parish based ministry among high school youth (grades 9-12). All youth must center on three goals: call young people to be disciples of Jesus Christ; draw young people into the life, work, and mission of the faith community; foster the total personal and spiritual growth of young people.

III. Major Position Responsibilities and Regular Activities:
   A. High School Youth:
      2. Manages administrative responsibilities of programs: marketing programs and experiences, registration, resource needs (space, time, materials, transportation, liability), evaluation of programs and experiences, program records, with support from clerical support in the office.
      3. Facilitates the development of healthy relationships between adults and youth, the young person and one's inner self, and the young person and God.
      4. In collaboration with the Director of Catholic Faith Formation (DCFF), establishes and maintains a budget approved by the Finance Council and Pastor, practicing responsible stewardship of resources.
      5. Acts as an advocate on behalf of youth before the Church and the community.
   B. Youth & Adult Leaders/Volunteers:
      1. Directs youth & adult volunteer position definition, recruitment, training, coordination, supervision, support, recognition, evaluation and spiritual development.
      2. Makes special efforts to gain the endorsement, support and involvement of all adults, especially parents and parish organizations.
   D. Staff, Parish, Diocesan & Civic Community
      1. Utilizes the Catholic Faith Formation administrative support staff.
      2. Keeps the parish faith community informed of youth ministry activities and goals.
      3. In collaboration with the DCFF, participates in parish structures to ensure greater participation of youth in the life of the parish, and to facilitate communication and decision-making.
      4. Provides opportunities for parent-family involvement and faith deepening through intergenerational ministry.
      5. Keeps informed through attendance at diocesan, regional, and national conferences, regular reading, and membership in professional associations.
      6. Is aware of civic community agencies, resources and activities that interface with youth.
      7. Manages the resource of the parish’s youth room.

IV. Position Qualifications:
   • Active member of a Roman Catholic parish faith community.
   • Possesses appropriate self-knowledge, ability to share the Catholic faith in a developmentally appropriate manner, group processing/facilitation skills, and paraprofessional helping/counseling skills (one-to-one listening, crisis intervention, referral).
   • Capabilities in program coordination, communication, organization (time management, delegation, long-range planning), financial management/budgeting and administration.
   • Holds volunteer management skills (recruiting, training, supervising, supporting).
   • Experience as an adult in a parish high school youth ministry program.
   • Ability to work collaboratively with staff, councils, committees, parents, youth.
   • Knowledge of adolescent spiritual and personal developmental characteristics.
   • Certified in "Protecting God’s Children" and conforms to the “Standards for Ministerial Behavior”.
   • Bachelor’s degree in related field (Pastoral Ministry, Youth Ministry, Education, Theology, Psychology, Religious Education, Social Work); further education preferred.
   • Competency in written expression and computers.
• Holds certificate in faith formation or youth ministry area: training in current Catholic Theology, Christology, and Ecclesiology; training in the principles, practices and theory of total youth ministry.
• Ability to maintain confidentiality with regard to persons and data within and outside the office.

V. Work Environment:
• Requires an average of 19 hours per week per year.
• Regular office hours (during business hours), are to be established and maintained.
• Requires evening, weekend, and overnight work.
• Flex-time scheduled through the supervisor.
• Provided with office space and parish-owned laptop computer.
• Participates in supervisory, department, parish staff, committee, and council meetings as assigned by supervisor.
• Performance evaluation/review in June and January by DCFF.
• Other duties as required.

VI. Signatures of Understanding
By signing below you are acknowledging your awareness and understanding of the information above.
Employee__________________________________________ Date______________
Supervisor__________________________________________ Date______________