

COORDINATOR OF YOUTH MINISTRIES

POSITION SUMMARY:

The Coordinator for Youth Ministry provides primary leadership for the design and implementation of parish ministry to its youth. This is a part-time position.

REPORTS TO: Fr. David Grundman

CLASSIFICATION: Exempt

DUTIES AND RESPONSIBILITIES

1. Plan, develop and implement a schedule of social opportunities for the youth (7-12 grades) of the parishes to form community identity and establish peer relationships within the parish community.
2. Plan, develop and implement a schedule of service activities for the youth (7-12 grades) of the parish in order to develop their sense of responsibility to and awareness of the needs of the parish community and the Diocesan church community and the larger social community.
3. Keep youth and parents informed of Diocesan programs, social, service and retreat opportunities through distribution of a calendar of scheduled activities. Including, but not limited to, NCYC, Steubenville, Youth Retreats, etc.
4. Obtain, when necessary, parental support and consent for activities, in particular those involving travel outside the parish boundaries.
5. Recruit adult youth leaders to maintain adequate supervision and provide for safety at all times.
6. Where appropriate, refer youth and parents to suitable updated reading and resource materials for youth spiritual and catechetical information and enrichment, including FORMED.
7. Organize and supervise suitable fundraising activities in consultation with Fr. David.
8. Provide Fr. David with timely program activity reports and evaluations.
9. Recruit youth to attend diocesan training for liturgical ministries allowing them to serve as lector and/or Eucharistic minister for the parish.

POSITION QUALIFICATIONS:

1. Active member of the Roman Catholic Church. Knowledge / ability to share Catholic faith to youth.
2. Organizational skills, including time management, delegation, planning, and budgeting.
3. Ability to work with parents and children of all ages.
4. Successful completion of the Parish Safe Environment process.
5. Knowledge of adolescent / pre-teen spiritual /personal development, youth cultures and sociology.

COMPENSATION TO BE DETERMINED



The Catholic Churches of



St. Mary, Upsala

St. Edward, Elmdale

St. Francis of Assisi, Freeport

Pastor: Rev. David Grundman

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APPLICATION FOR EMPLOYMENT

Date: _____

Personal Information:

Name (Last, First, Middle) _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____ Email Address _____

Position Applying For _____

How did you hear about this position _____

Referred to position by _____

Date Available for work _____

What is your desired salary or hourly rate of pay? _\$ _____ Per _____

Type of employment desired _____ Full time _____ Part-time _____ Weekends

_____ Seasonal _____ Temporary _____ Any/Flexible _____ Days _____ Evenings

Specific days of the week and times available for work _____

Are you 18 years of age or older? _____

Have you submitted an application with the Parish before? _____ If yes, dates _____

Have you ever been employed with the Parish? _____ If yes, dates _____

Are you legally eligible for employment in the United States? _____

Will you travel if the job requires it? _____ Will you work overtime if required? _____

Skills and Qualifications

Summarize any special training, skills, computer/software skills, licenses and/or certificates related to this position.

In your opinion, what makes you a good candidate for this position(s)?

Please attach a resume with your work history and educational background.

IMPORTANT! PLEASE READ AND SIGN

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can result in disqualification for employment consideration or, if hired, may be grounds for termination from the company or its' subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signed: _____ Date: _____

Do not write below this line

RESULTS

Employed: YES [] NO []

If Yes, Job Title: _____ Department _____

Date beginning Employment _____ Compensation \$ _____ per _____

Interviewed by: _____ Date: _____