

Job Title: High School Youth Minister

Department: Youth Ministry

Reports To: Director of Youth and Young Adult Ministry

Primary Function: The High School (HS) Youth Coordinator provides primary leadership for the outreach and coordination of high school youth ministry.

Responsibilities:

- Building and fostering community with various weekly and monthly gatherings and events.
- Creating and fostering healthy relationships with teens and their families of the parish and school, in particular 8th grade. Will engage families of F.F.F. with opportunities for outreach.
- Will work with director and Core Team to implement Life Teen and other offerings. May be required to lead/participate in high school events.
- Recruit and grow adult youth leaders (Core Team) to maintain adequate supervision and provide safety.
- Pursuing relational and evangelical ministry opportunities on and off campus (sports games, coffee shops, musicals etc.).
- Communications and media: To explore the best means of outreach and communications via social media, phone, personal invite, email etc. Will also work on photo and video editing for promotions. Will keep youth and parents informed of Diocesan programs, social, service, and retreat opportunities through distribution of a calendar of scheduled activities.
- Work with Youth Ministry team in procuring and executing fundraising opportunities.
- Planning and providing logistics for large events: Life Teen, retreat, trips etc.
- Obtain, when necessary, parental support and consent for activities, especially for those involving travel outside the parish boundaries.
- Where appropriate, refer youth and parents to suitable updated reading and resource materials for youth spiritual and catechetical information and enrichment.
- Complete the Life Teen/ Franciscan U. Youth Ministry Certificate within 6months of start.
- Maintain current records on all youth participating in programs and all adult leaders.
- Input receipts into HS ministry budget sheet.
- Provide supervisor with timely program activity reports, hours, and evaluations.
- Any other duties as assigned by the pastor or director.

Qualifications:

- Paraprofessional helping/counseling listening skills, crisis intervention and referral skills, group processing and facilitation skills.
- Organizational skills, including time management, delegation, planning, and budgeting.
- Must have the ability / experience to design and implement a variety of youth-oriented programs.
- Ability to work with parents and children of all ages.
- Successful completion of the Parish Safe Environment process.
- Bachelor's degree in a related field preferred.
- Knowledge of adolescent / pre-teen spiritual /personal development, youth cultures and sociology.

Education: Some college and/or Associate's Degree.

Experience: 1-3 years of related professional ministry experience. Must be an active Catholic in good standing, fully formed in the teachings of the Church. Must possess a solid understanding of the teachings and theology of the Roman Catholic Church and a working knowledge and familiarity of parish life.

Special Skills: Knowledge of the Catholic faith, public speaking, and strong leadership skills. Competent computer, social media, and organizational skills. Willingness to work a flexible schedule that will include evenings and weekends.

Ergonomic Requirements: The functions of this position usually are performed standing, stooping, kneeling, bending, crouching, light lifting, walking, carrying and other movements. There will be a considerable amount of play and sports. Tasks involve working on a computer keyboard and involve extensive hand and wrist movement. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above; ability to conduct essential duties of the position with or without accommodations.