Job Title: Youth Minister

Wage Type: Salary/Exempt

Summary of the Job
Under the direction of the Director of Mission & Evangelization and the Pastor, the Youth Minister at St Rita Parish organizes and directs the programs for Middle and High School students (grades 6-12). Must be a practicing, on-fire Catholic who attends Mass at least weekly, desires to be part of the St Rita Parish community and lives a lifestyle in harmony with the moral teachings of the faith.

Essential Functions and Responsibilities
- Understands and supports the St Rita Parish Purposes and Values
- Strives to model one’s own life after the fundamental teachings of Jesus Christ and must respect the beliefs of the Catholic faith
- Maintains a professional attitude and appearance
- Maintains a positive outlook and approach to problem solving
- Works with the Director of Mission & Evangelization and the Pastor to develop and implement programs for Middle and High School Youth based on the needs of the teens and their families.
- Has a passion for leading young people into a life-changing encounter with Jesus.
- Manages recruitment, training, orientation, supervision and evaluation of Core Team members.
- Assists with the ongoing formation opportunities for the Core Team volunteers.
- Coordinates Diocesan Safe Environment programs for the youth, volunteers and parents.
- Evaluates effectiveness of all Youth Ministry Components and is constantly driven towards better outcomes not based on quantity but on quality.
- Ensures a pastoral approach for all in setting program structures, e.g. calendar dates, scheduling use of facilities, procedures for registration and fee collection
- Assures adequate supervision of minors during all activities for youth according to Diocesan Safe Environment Standards
- Provides continued support for Core Team members by being present before, during and after the teaching assignments
- Plans and coordinates social events, service opportunities and summer activities for youth

Additional Functions
- Maintains accurate records on student enrollment and attendance by following parish standard operating procedures.
- Assists with the implementation of emergency procedures in the event of inclement weather, fire, or hazardous situations
- Assists in monitoring Youth Ministry expenditures that are in line with the annual budget

Necessary Skills
- Leadership skills
- Ability to effectively manage volunteers
- Ability to effectively manage and communicate a schedule
- Ability to work on a team which is working towards a common goal.
- Easily understands the needs of the Parish.
- A desire to continue developing needed skills and knowledge (catechetical, theological, etc)

Required Education/Experience
- College education or equivalent work experience
- Use of email and electronic calendaring systems

To apply, please send your resume and cover letter to jenna@saintritaparish.org