



Job Title:	Youth Minister	Job Category:	Part Time
Location:	FBYC Main Center	Position Type	Non-Exempt
Salary Range:	\$18.00 -\$25.00 hr.	Travel Required:	Occasional local driving
Benefits	Employee Handbook		

Job Description

Team Responsibility

As a member of the FBYC Team, the Youth Minister is required to assist with hospitality to the retreatants and groups who use our facility. This may include offering a warm greeting, offering direction to bedroom space, answering questions of the group leaders, doing orientation at the beginning of the retreat and checking out retreatants at the end of their time. It also requires working with all members of the staff to assist them in their daily activities.

General Duties

- Coordinate all aspects of programs and workshops offered by FBYC. This includes working with the Retreat & Facility Coordinator for calendaring, invoicing and facility set up.
- Assess and evaluate current programs to ensure they are meeting the needs of youth and ministers in the Archdiocese. Make recommendations for improvement to the Executive Director (ED) and implement changes as needed.
- Prepare budget for all current and new programs and workshops. Submit to the Executive Director for approval and integration into the facility budget.
- Work with the ED to promote the programs effectively including paid advertising, Newspaper/radio promotion, website, social media, brochures and newsletter.
- Work to sustain strong relationships with our customers including the Archdiocese, Vicariate, local parishes and youth ministers. Maintain communication to ensure programs, workshops and facility are meeting their needs.



Qualifications and Education Requirements

- At least 2 years of college or related work experience
- Youth Ministry training and experience in Catholic youth or campus ministry.
- Able to build relationships in the community and in Catholic parishes
- Familiarity with Catholic Liturgy, Sacramental Rites and Catechesis.
- Excellent client service and problem resolution skills
- Enthusiastic and creative personality
- Professional Conduct
- Attentive to Detail

Preferred Skills

- Able to speak, read and write Spanish
- Good administration and organizational skills
- Ability to anticipate and provide for client needs in a hospitality setting
- Working knowledge of Word, Excel, Publisher, PowerPoint; Google Platform
- Theoretical understanding of QuickBooks; Ability to learn new software.
- Ability to be flexible and adaptable to changing situations
- Able to lift and move 50 lbs, move furniture, walk up and down stairs, and climb ladders

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	