

Volunteer Job Description
Activity Coordinator to Diocesan Sponsor Events

Position Title

Activity Coordinator to Diocesan Sponsor Events

Accountable to

Parish Director of Youth Minister

Job Summary

The coordinator is primarily responsible for the organization, planning and executing all events sponsored by the Diocese with the approval of the Parish Youth Minister. Example: Diocesan Retreats, Concert, Camps, Diocesan Conferences, Regional, National and World Events

Coordinator Tasks

1. Organize the planning meeting
2. Organize a team of volunteers to execute the activity
3. Coordinates the activity planning process
4. Formulate and administer a specific activity budget in collaboration with parish youth minister and/or priest.
5. Lead the activity attendees on an evaluation
6. Balance sheet report at the end of every specific activity

Length of Commitment

Approximately one month up to a year for world events of active involvement depending on activity approved by the Parish Youth Minister.

Abilities Needed

1. Desire to organize trips outside the parish.
2. Budgeting
3. Willingness and ability to inquire and listen to the needs of the youth.
4. Organizational, interpersonal and communication skills.
5. Ability to work in collaboration with others.
6. Imagination, creativity and prayerfulness.

Specific Qualifications

1. Safe Environment Training (In accordance with the Diocese of Amarillo Safe Environment Policy - USCCB Charter)
2. 21 and/or 25 years of age – (25 years --- needed for out of state activities)
3. Follow the guidelines set forth in the Diocesan Pastoral Manual.

Benefits

The satisfaction of organizing an activity for youth that will help secure the personal and spiritual development for the good of the church and the world. In so doing, you will experience their giftedness as individuals and as team in fostering the work of God in the lives of youth and their parish community.