

St. Jude Catholic Church

Job Title: Assistant Coordinator of Youth Ministry

Accountable to: Coordinator of Youth Ministry & Director of Faith Formation for Children and Youth, with ultimate responsibility to the Pastor

General Job Description: Oversee Middle School formation and Confirmation preparation while assisting with High School Ministry under the supervision of the Coordinator of Youth Ministry, collaborate with Religious Education staff to form a strong Christian community of lifelong disciples committed to the Church

Qualifications:

- Two or more years of experience in Youth Ministry post high school, or Degree/Certificate in Youth Ministry or related field preferred
- Strong oral and written communication skills
- Ability to articulate Catholic teaching and catechetical methods easily
- Working knowledge of technology, proficient in Microsoft Software
- Able to participate in youth events, including outdoor physical activities
- Able to work days, nights, and weekends for a 40-hour week
- Able to lift and move 50 pounds or more

Job Responsibilities

Program Development

- Collaborate with Coordinator of Youth Ministry on the development of the Middle School formation and Confirmation preparation, including the Out of Sequence class
- Oversee and teach weekly Emmaus (middle school) sessions and other Middle School events
- Provide direction for Emmaus families
- Create, implement, and facilitate training for small group leaders
- Work closely with the Religious Education team under the guidance of the Director of Faith Formation for Children and Youth
- Coordinate annual Mission Week
- Assist in setting long-term and annual goals for Middle School ministry, and high school where needed

Communication

- Communicate with Middle School families regarding schedules, meetings, and Confirmation requirements
- Communicate and follow up with Emmaus volunteers
- Communication tools include e-mail, phone calls, Flocknote, etc.
- Maintain and post regularly scheduled office hours for accessibility to youth, staff, volunteers, and students
- Copy any communications to the Coordinator of Youth Ministry and Director of Faith Formation of Children and Youth
- Keep records of communications with volunteers and families

Data Entry Expectations

- Responsible for logging all Emmaus records, including attendance and tracking of Confirmation requirements
- Coordinate drop off/pick up from Emmaus parents and small group leaders
- Process and record registrations/registration changes
- Create and assemble any needed paperwork for Emmaus and small group leaders

Other Duties

- Serve on the High School Core team with additional responsibilities at events
- Attend annual High School retreats and summer trips
- Work with Safe Environment Director to ensure Safe Environment clearance for all adult volunteers, and drivers as applicable
- Attend weekly staff meetings
- Attend additional Religious Education team meetings led by Director of Faith Formation for Children and Youth
- Receive approval for any expenditures from the Coordinator of Youth Ministry and business office
- Attend Parish events as needed
- Stay informed by attending and participating in Diocesan trainings, workshops, and meetings specific to Youth Ministry
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