



Don Bosco Prep  
492 Franklin Turnpike  
Ramsey, NJ 07446

### **ASSISTANT COORDINATOR OF YOUTH MINISTRY**

Don Bosco Prep seeks an Assistant Coordinator of Youth Ministry for the 2021-2022 school year.

#### **Responsibilities:**

1. Foster an active Salesian presence among the students and faculty to help bring the Preventive System to life which has as its goal to make good Christians and honest citizens.
  - a. Be actively present in the morning in the hallways, during the lunches, and walk around after school.
2. Assist the Coordinator of Youth Ministry (CYM) in the role of evangelizing the wider school community.
  - a. Assist and help coordinate school liturgies, class retreats, food drive, toy drive, Senior Gratitude Day, and Freshman Orientation Day.
  - b. Assist the CYM in selecting students for the Salesian Leadership Retreats.
  - c. Assist and/or attend Salesian leadership retreats, B.E.S.T. retreat(s), and province CYM meetings
  - d. Co-moderate with CYM the Pro-Life Club, the Rosary Club, the Speak-Out club, and the Youth Ministry Team.
  - e. Assist with formation of Eucharistic Ministers, Altar Servers, and Lectors
  - f. Plan & organize liturgical prayer services for Advent & Easter
  - g. Coordinate the Big Brother Program throughout the year.
    - i. Hold meetings with Big Brothers once a month
    - ii. Lead Big Brother workshop over the summer

- iii. Take care of the essential administrative paperwork and keep a neat file system for all events and activities: purchase orders, income, spending, budgeting, etc.
- 3. Coordinate the community service for all students attending the school.
  - a. Ensure that service opportunities and projects are meaningful and aligned with the Oratorian criteria: Home, School, Playground, and Church.
  - b. Educate students, teachers, and parents on the use of the MobileServe app/website to submit service hours.
    - i. Approve service hours via MobileServe
    - ii. Coordinate weekly trips to the soup kitchen for our freshmen students.
- 4. Coordinate or assist in coordinating mission trips
  - a. Belle Glade Mission Trip (Juniors)
  - b. Nicaragua Mission Trip (Seniors)
  - c. Puerto Rico Mission Trip (Seniors)

**Application Details:**

Please forward resume to [employment@donboscoprep.org](mailto:employment@donboscoprep.org).