

# **Employment Opportunity: Full-Time Youth Ministry Co-ordinator**

## **Summary:**

Reporting to the Pastor, the Youth Ministry Co-ordinator directs opportunities for youth (grades 6-12) and young adults (college/university) to deepen their relationship with Jesus Christ. He/She will develop and implement parish programs for youth through collaboration with the Pastor and the training and supporting of volunteers. Candidate needs to be an active and knowledgeable Roman Catholic. Willing to work flexible hours and weekends, possessing a valid driver's license and having access to a reliable car are essential.

Those wishing to be considered should submit their resume and cover letter to: [frcraigcruikshank@peterboroughdiocese.org](mailto:frcraigcruikshank@peterboroughdiocese.org). A detailed job description is available by contacting the Pastor. Deadline for receipt of applications is Friday, August 2<sup>nd</sup>, 2019. We thank all applicants, however, only respondents selected for an interview will be contacted.

## **Detailed Description:**

The Youth Minister at St. Joseph Parish in Bowmanville directs opportunities for youth (grades 6-12) and young adults (college/university) to deepen their relationship with Jesus Christ. He/She will be responsible for implementing a comprehensive youth ministry program.

The ideal candidate for this position is a well-organized, energetic and creative individual who has proven success in youth ministry. He/She should be able to attract, recruit, motivate and sustain volunteers to help out with all aspects of youth ministry.

This full time position will provide the right person with an incredible opportunity to inspire and enlighten a diverse group of vibrant Catholic families.

## **Qualifications:**

- A Bachelor's Degree or greater in a related field is preferred
- Previous professional experience with Catholic Youth Ministry
- Experience that demonstrates excellent communication, organizational and time management skills with adults and youth
- Strong administrative capabilities including computer literacy
- Be an active member of the Parish
- Ability to maintain flexible work hours, including evenings and weekends
- Grounded in sound Catholic Doctrine, faithful to the teachings of the Catholic Church and a model of moral life for our youth

## **Submissions:**

A resume and cover letter may be sent to St. Joseph Parish, 127 Liberty St. S., Bowmanville, ON L1C 2P5 and/or e-mailed to [frcraigcruikshank@peterboroughdiocese.org](mailto:frcraigcruikshank@peterboroughdiocese.org). All submissions are to be received by Friday, August 2<sup>nd</sup>, 2019.

## **ST. JOSEPH PARISH (BOWMANVILLE)**

POSITION NAME/TITLE: Co-ordinator of Youth Ministry

REPORTS TO: Pastor or Parochial Administrator

### **HOURS OF WORK**

35 Hours per week - flex hours

### **JOB SUMMARY**

To assist the Pastor in carrying out youth ministry at St. St. Joseph Parish in Bowmanville.

### **JOB DUTIES (Duties & responsibilities of the job, priorities of the task)**

1. Responsible for faith development of youth including the development and implementation of year-round parish youth and young adult (college/university aged) programming at the parish.
2. Mark time to consistently visit youth in Catholic schools and develop healthy relationships with the students.
3. Collaborate with clergy and parish staff in the implementation and orchestration of the Parish Based Confirmation Program.
4. Develop and advocate for creating an environment that supports youth ministry across the parish and its ministries.
5. Develop necessary Social Media outlets and networking options to communicate and enhance ministry outreach.
6. Network with existing Catholic youth ministries in the Diocese to enhance opportunities, experiences and resources that could benefit the parish.
7. Coach, support and mentor adult and high school volunteer leaders in the areas of youth ministry.
8. Coordinate high school youth for parish ministry projects.
9. Attend assigned school Masses, visit classes, school events as requested by the pastor.
10. Other duties as requested by the Pastor.

### **POSITION REQUIREMENTS**

1. Must be an assertive self-starter, able to organize and work under minimal supervision.
2. Have an above average knowledge in the use of technology such a social media.
3. Have a mature spiritual life and be in full communion with the Catholic Church.
4. Have an education/formation/training background suited for the work required in this position.
5. Have fundamental computer skills in Microsoft Office, web navigation.
6. Have strong interpersonal skills and work collaboratively as a member of the parish pastoral team.
7. Have a visible presence to our parishioners, including Sunday Liturgies.

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Signature: ?

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Signature: Fr. Craig Cruikshank