

Coordinators of Youth Ministry

Job Description

Position Summary:

Under the direction of the pastor of St. Boniface, Garner, and St. Patrick, Britt, the parishes are looking for two Catholic members from Garner, Britt, or Duncan, to serve as leaders; mainly for our high school aged students. We will hire one Coordinator for Britt and one for Garner. The position will be part-time and paid on a salary, exempt basis.

This role is crucial for providing coordination for our parishes' youth ministry efforts. The purpose is to join our youth outside of the scheduled Religious Education Faith Formation classes for a time of fun activity, short devotion, leadership development and service.

The two coordinators are encouraged to partner in planning events and meetings for youth and hold at least 3 events/meetings each year together.

If you are interested in applying or would like to nominate a candidate, please contact Michelle Dornbier at 923-3279.

Principle Duties and Responsibilities

- Meet with high school students a minimum of 10 times per year
- Meet with junior high students a minimum of 2 times per year.
- Responsible for needs assessments, setting goals and objectives for the program.
- Attend Mason City Deanery Area Youth Ministries (MCDAYM) meetings X times per year. Both Coordinators will be expected to coordinate a schedule for one to attend each meeting. The information should be shared with the other Coordinator and also with the Parish Council.
- Participate in 2 MCDAYM events each year.
- Coordinator is encouraged to attend Deanery meetings for MCDAYM.

Essential tasks of the Coordinator

- Coordinate the parish's ministry to young people
- Serve as the liaison with the Pastor, Parish Council, and Youth Ministry Team
- Coordinate the recruitment, training, and support, of volunteers in the youth ministry program.
- Provide resources (print, video, training, diocesan events, etc.)
- Publicize and encourage participation in meetings and events.

Qualifications, Skills, and Knowledge Requirements

- Must be willing to familiarize with the Archdiocese of Dubuque policies and procedures.
- Must be willing to work with parents to obtain volunteers and keep them informed of activities.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Must have high level of interpersonal skills to handle sensitive and confidential situations.

The above statements are intended to describe the general nature by individuals assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities.