

St. Joan of Arc Parish
2601 San Ramon Valley Blvd.
San Ramon, CA 94583

JOB DESCRIPTION

Position Title: High School Youth Ministry Coordinator

Reports to: Director of Faith Formation and Evangelization

Job classification: M-3

Salary range: \$59,169 to \$88,737 (per Diocese of Oakland salary guidelines)

Send resume to:

St. Joan of Arc
Attn: Gina Camp
2601 San Ramon Valley Blvd.
San Ramon, CA 94583
Email: gcamp@sjasr.org

I. Identifying Information:

Status: Full-time Position. Exempt (40 hours per week)

II. Responsibilities:

1. Lead teens closer to Christ through weekly youth ministry gatherings, utilizing Life Teen model, for a large parish: over 130 teens attend youth ministry each week
2. Recruit, train and supervise youth and adult leaders to be effective small group leaders; provide ongoing and regular training for adult and teen leaders
3. Recruit, train, and supervise leaders for an alternative youth ministry group, for teens who cannot attend Sunday evenings
4. Provide 3-5 retreats per year for high school teens
5. Provide summer faith opportunities for our teens, including recruiting adult leaders/chaperones, such as a weekly summer bible study or events such as a mission trip
6. Provide training and opportunities for teens to participate in liturgical ministries
7. Supervise student leadership team, and coordinate monthly teen leader meetings
8. Develop and coordinate youth ministry service opportunities; provide each high school small group with two service opportunities each year
9. Collaborate with the pastor, staff, parish leadership, and other parish ministries. Participate and collaborate in major parish events, staff meetings and activities, and diocesan projects.
10. In collaboration with middle school youth minister, recruit and train teen leaders for Vacation Bible School, supervise teen leaders during VBS week
11. And any other tasks assigned by the pastor or the Director of Faith Formation

III. Additional Responsibilities:

1. To empower young people to live as disciples of Jesus Christ in our world today.
2. To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
3. To foster the total personal and spiritual growth of each young person and to accomplish these goals in a loving, Christian and supportive manner.
4. Support and work with the Confirmation preparation program.
5. Work with parish staff, and other leaders of the parish, in obtaining resources for youth.
6. Serve as a resource to the Parish on issues involving youth and their families.
7. Serve as advocate for youth within the parish community and maintain regular communication about the youth program with parish and staff through bulletin and pulpit announcements, other appropriate parish communication tools, attendance at parish staff meetings, etc.
8. Provide a safe environment and a place where young people share and grow together in faith, learning more about being Catholic.
9. Foster involvement of teens in the life of the parish, including serving on parish committees and being involved in parish activities.

IV. Education, Knowledge and Skill Requirements:

1. Education required: Bachelor's degree (minimum)
2. Experience required: 3 years (minimum)
3. Active, practicing Catholic
4. Ability to relate to and work with teens and adults.
5. Ability to be an effective leader of teams, collaborative leadership style, presenting/teaching skills with both teens and adults.
6. Ability to recruit and manage adult volunteers, program design ability, administrative ability (finances, planning, supervision of support staff)
7. Ability to lead prayer with teens and adults
8. Computer and social media skills: Word, Publisher, Excel, Flocknote, social media, etc.

V. Meetings:

1. Attends monthly staff meetings, and weekly Faith Formation/Youth Ministry meetings
2. Advocate for youth at parish functions
3. Attend appropriate diocesan gatherings