



# Catholic Diocese of Evansville

*- The Catholic Church in Southwestern Indiana*

**Job Title:** Director of St. John Bosco Youth Ministry

**Location:** Bosco House / St. Joseph Parish

**Reports To:** Pastors of coordinating parishes

**Employment Type:** Full Time / Salary

**Last Revised:** February 2024

## **Summary:**

The Director of St. John Bosco Youth Ministry is responsible for overseeing the Bosco Youth Ministry program. This program ministers to the youth of St. Joseph, St. Mary's Ireland, Precious Blood, and Holy Family parishes. The overall goal of the ministry is to empower young people to become lifelong disciples of Jesus Christ, and to draw young people to active participation in the life and mission of the Church. Components of youth ministry include catechesis, community life, evangelization, commitment to service, development of gifts, and participation in prayer and worship.

## **Duties and Responsibilities:**

- Provide planning and oversight of ministry
  - Recruit, train, and manage adult chaperones and volunteers from each parish
  - Confirm up to date background checks and safe environment training for adults
  - Serve as the designated leader and point person for ministry related events and trips
  - Distribute and collect permission forms and event waivers as needed
  - Openness to working some nights, weekends, and attending overnight trips as needed
  - Host weekly meetings for youth, planning these events with youth and adult leadership teams
  - Provide event set up and clean up
- Must maintain excellent communication with
  - Schools, PCLs / DREs, pastors, parish councils, parents, and volunteers
  - NET team (if applicable), or any other contracted affiliates associated with youth ministry
- Must be proficient in Google Suite, Microsoft Office, social media, texting / communication apps
- Prepare regular Mass announcements, newsletter, or some form of regular communication to each parish to keep the community informed about the ministry
- Manage fundraising
  - Manage and provide fundraising opportunities for youth attending specific events
  - Collect and track all proceeds collected
- Maintain and manage members of adult and youth leadership teams
  - Regularly communicate about ministry in meetings
  - Clearly define roles and responsibilities
- Act as contact person for contracted affiliates such as NET USA (if applicable)
  - Maintain host families schedule
  - Meet weekly with leaders and team members



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- Facilitate collaboration with parishes and schools
- Review all spending for ministry events
- Approve of any adult volunteers recruited by NET
- Lead outreach to engage new youth in the ministry
  - Includes: School visits, Parish visits, various youth events in community

## **Qualifications and Requirements:**

- A practicing Roman Catholic in good standing with a commitment to his/her own faith and prayer life.
- A passion for evangelization, catechesis, outreach, and inviting others into ministry.
- Ability to relate well to young people, parents, and families with pastoral care.
- Good organization, administrative, and communication skills, including public speaking, presentations, teaching, and a strong knowledge of social media best practices and trends.
- A solid leader and self-starter who will have a collaborative spirit and strong work ethic.
- A willingness to be present in the parish communities associated with Bosco, especially attending parish Masses, parish events, and community youth activities.
- Ability to train and supervise volunteers.

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to [humanresources@evdio.org](mailto:humanresources@evdio.org)