



## Job Description

**Position:** Parish - Director of Youth Ministries

**Status:** \_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time  
\_\_\_\_\_ Exempt      \_\_\_\_\_ Non-Exempt      \_\_\_\_\_ Volunteer

**Reports To:** Pastor

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### **Primary Function:**

The Director of Youth Ministries provides leadership for the design and implementation of parish ministry to its youth.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training, Abilities and Experience:**

- BA in related field and or certificate in ministry or theology from a Catholic institution of higher learning.
- Ability to work with parents and children of all ages
- Knowledge of adolescent/preteen spiritual/personal development, youth cultures and sociology
- A pastoral, prayerful person committed to personal and professional growth
- Competent in communications, interpersonal and relationship "people" skills
- Computer competent (e.g., Microsoft Office, Publisher)
- Possess planning, management, relationship, and communication skills with the ability to utilize these skills in a pastoral manner
- Flexibility and availability to work evening and weekend hours
- The ability to successfully complete a criminal history and background check

#### **Primary Duties and Responsibilities:**

- Plan, develop and implement a schedule of social opportunities for the youth of the parish to form community identity and establish peer relationships within the parish community
- Plan, develop and implement a schedule of service activities for the youth of the parish in order to develop their sense of responsibility to and awareness of the needs of the parish community and the Diocesan church community and the larger social community.

- Discerns emerging youth ministry needs; develops modifications and enhancements to meet needs as they develop.
- Plan, develop and direct the parish annual Vacation Bible School
- Keep youth and parents informed of Diocesan programs, social, service and retreat opportunities
- Recruit adult youth leaders to maintain adequate supervision and provide safety at all times.
- Connects with other youth ministries groups committees in the diocese and in appropriate professional associations.
- Maintain current catechist and youth ministry Diocesan certification and attend formation programs
- Maintain and update Safe Environment files on volunteers and employees that work with parish Youth Ministry programs
- Prepare and manage youth ministry budget
- Provide supervision with timely program activity reports and evaluations
- Assist with setup and take down for parish functions
- Performs other duties as requested by the Pastor
- Plan, organize, develop and direct the Sacrament of Confirmation by conducting meetings, sessions, retreats, service opportunities, communication to third parties with approval and input from Pastor.

**Physical Demands:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

**Employee Acceptance and Acknowledgement:**

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

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Employee Signature

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Date