



**SAINT JOHN PAUL II SCIOTO CATHOLIC PARISH
PART-TIME YOUTH MINISTRY COORDINATOR
514 Market Street Portsmouth, Ohio 45662**

Reports To: Pastor and Director of Religious Education

JOB SUMMARY:

The Youth Ministry Coordinator will oversee the parish's religious youth ministry programs. The coordinator's primary goal will be to lead young people and their families into an encounter with Christ in the Church. A qualified candidate will have a comprehensive knowledge of the Catholic faith, a missionary heart, a love for working with youth, a desire to serve in a multicultural parish, encompassing the entirety of Scioto County on the banks of the Ohio River.

RESPONSIBILITIES OF THE POSITION:

- Plans, develops, and implements a schedule of social opportunities for the youth of the parish to form community identity and establish peer relationships within the parish community.
- Assist in preparation of and manage the youth ministry budget.
- Consult Pastor in reviewing materials and designing programs.
- Develop and maintain a master calendar of all high school student ministry events.
- Work in close collaboration with Parish Religious Education and other parish programs.
- Coordinates retreats, organizes service opportunities and weekly youth ministry nights.
- Keeps youth, parents and the parish informed of Diocesan programs, social, service and retreat opportunities.
- Encourages youth to attend Catholic Youth Summer Camp, Damascus Mission Campus, and establishes a presence when parish youth are in attendance.
- Serves as a member of the parish staff. Participates in decision-making regarding total parish direction and activities. Attends staff meetings, faith formation team meetings, prayer days and educational days.
- Maintains a presence at Notre Dame High School.
- Connects with other youth ministry groups and committees in the diocese and in appropriate professional associations.
- Manages all social media accounts associated with the Youth Ministry.
- Ability to recruit Core Team members to be discipleship leaders for the youth.
- Invites, trains, motivates, evaluates, and promotes faith formation of small group leaders, youth & adult leaders, and volunteers.
- Obtains parental support and consent for activities.
- Provides supervisor with timely program activity reports and evaluations.

QUALIFICATIONS/SKILLS:

- High School Graduation or equivalent required.
- Two years of experience in youth ministry work or equivalent.
- Conversational English language ability required; Spanish language ability preferred but not required.
- Knowledge and understanding of youth evangelization, methodology, and best practices with the goal of intentional discipleship.
- Excellent organization, communication, interpersonal and relationship management skills required.
- Strong personal relationship with Jesus and a deep love for His Church.
- Fully aligned with the teachings of the Church and the vision for an accompaniment and relationship-focused support.
- Ability in developing a vision and creating initiatives designed to meet the needs of the parish culture that are consistent with the parish plan, including methods to assess the success of the programs and offerings.
- Strong understanding of Catholic culture, structures, parish life, ministries, and roles demonstrated ability of project management skills.

COMPENSATION:

- Compensation is commensurate with the candidate's experience.
- Job offer is contingent on the successful passing of Compliance with BCI&I background checks and completion of the VIRTUS "Protecting God's Children" course.

HOW TO APPLY:

Send cover letter, resume, and references to: Fr. Stephen Smith, Pastor at frsmith@sciotocatholic.org