

Diocese of San Jose

Position Title: Middle School Coordinator of Youth Ministry

Location: St. Thomas Aquinas Parish
Department: Youth Ministry
Reports to: Director, Youth Ministry
Date Updated: 5-17-10

FLSA Status: Non-Exempt
Salary Grade: Level 6
Full Time or Part Time: Part time 12 hours
a week

Position Summary:

St. Thomas Aquinas' Youth (STAY) Ministry is committed to love, nurture, inspire, and motivate all middle and high school youth to be faithful, lifelong disciples of Jesus Christ who serve their community. STAY offers weekly youth group sessions of faith-sharing with peers, monthly youth masses, social events, social justice and outreach projects, and leadership opportunities. The Middle School coordinator of youth ministry articulates and executes the vision of the STAY program to youth in grades 6-8.

Essential Duties and Responsibilities include the following:

The Middle School coordinator of youth ministry's responsibilities include:

- Recruiting, building and facilitating the Core Leadership Team which is responsible for planning, implementing, and evaluating the STAY program to middle school youth
- Coordinating the recruitment, training, supporting, and evaluating of volunteers in the middle school program
- Leading all scheduled Sunday night STAY middle school sessions with the assistance of STAY Middle School core team and volunteers using the EDGE program (Curriculum from Lifeteen.com)
- Providing practical/administrative support to the STAY Ministry Director on behalf of the Confirmation program which includes, but is not limited to managing attendance sheet, running copies, preparing PowerPoint slides, etc.
- Fostering, in partnership with the STAY Ministry Director, the involvement of young people in the life of the parish, including being involved in parish activities
- Communicating regularly with middle school STAY parent community
- Serving as a liaison to STAY COOL, the program's social justice arm, on behalf of the middle school youth
- Interacting directly and indirectly with STAY Ministry Director and appropriate parish staff & volunteers on a regular and as-needed basis

Other or Shared Responsibilities:

- Collaborate with the STAY Ministry Director in the implementation and development of the youth liturgy (at least once a month liturgies)
- Collaborate with other staff in planning common projects

Qualifications to Perform the Job Successfully: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Cultural

- The employee must have knowledge of the Catholic Church structure and culture.
- The employee must have knowledge of current youth culture and current trends and issues with those cultures.
- Understanding of and the ability to work with the demands placed on the region's Middle School students.
- Requires the ability to maintain confidentiality.

Education

- Bachelor's Degree or Equivalent
- Prior classroom as well as Youth Ministry experience, though not required, is a plus.

Language Skills

Strong verbal and written communication skills; proficiency in composing reports, correspondence and letters and flyers in English, ability to develop and facilitate youth programs; ability to read and understand church documents and guidelines

Technical Skills

Proficiency in Word, Excel, and Microsoft Office

Physical Demands

While performing the duties of this job, the employee must be able to transport materials and equipment (up to 30 pounds) to and from various locations. The employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and hear. Specific vision abilities required include close vision, depth perception and ability to adjust focus

Physical Environments

The employee will work in an individual office with a door. The offices are situated next to one another. The noise level is usually quiet. The employee will also work at off-site locations for various ministry events, like retreat centers, supervising and directing those events.

Working Conditions

The employee is required to be physically present in the office in order to complete office tasks and to be available to work outside of regular business hours. The employee must be able to work cooperatively with other staff and with youth leaders and volunteers. The employee must be able to multi-task.

Other Requirements

- Proven experience in working with youth, and motivating and recruiting volunteers
- Willingness to submit appropriate documentation, including fingerprinting, as required for hiring process.

Please send your resume to Chuck Tully, Parish Administrator, St. Thomas Aquinas Parish, 3290 Middlefield Road, Palo Alto, CA, 94306 or email to Chuck.Tully@sbcglobal.net no later than June 30, 2010.

If you have specific questions about the program you may contact Chris Miller at stayouth@palocatholic.org or Eileen Freyre at eileen.freyre@gmail.com