

## **JOB DESCRIPTION**

St. Patrick Catholic Community  
10815 North 84<sup>th</sup> Street  
Scottsdale, AZ 85260

**TITLE: COORDINATOR OF ROCK 45, EDGE, AND YOUNG ADULT MINISTRIES**

**POSITION REPORTS TO: DIRECTOR OF EVANGELIZATION AND FAMILY LIFE**

**HOURS: FULL TIME EXEMPT**

### **PURPOSE AND SCOPE:**

- Under the direct supervision of the Director of Evangelization and Family Life, and in collaboration with the youth ministry team, plans, coordinates, implements, develops and evaluates all facets of the Rock 45 (4th & 5th Grades) EDGE Middle School (6th - 8th Grades) and Young Adult Ministry programs. Collaborates with the youth ministry team, the Director of Evangelization and Family Life and the Pastor to achieve unity of vision and implementation of all levels of youth and young adult ministry; coordinates the recruitment, orientation, basic training, in-service and motivation of team members; actively coordinates the leadership development of youth; prepares and submits to the Director of Evangelization and Family Life portions of the Christian Formation budget on a fiscal year basis; organizes and maintains a youth and young adult office; promotes youth and young adults within the parish and wider community; maintains professional competency; participates as a member of the parish staff; performs any other job related tasks deemed necessary and/or assigned by the Pastor.

### **DUTIES OF THE JOB:**

- Along with the youth ministry team, plans, coordinates, implements, develops and evaluates all facets of 4th - 8th grade and young adult ministry programs by assessing needs of the parish; forming and assembling the core team for regular planning sessions and special meetings as necessary; scheduling all classes; providing for the needs of catechists; providing parent education sessions as necessary; assisting youth with the planning and implementation of weekly teen/young adult liturgies in conjunction with the Director of Evangelization and Family Life; attending youth functions as necessary; implementing evaluation process of programs; acting as an advocate for youth as appropriate; coordinating and attending retreats as needed.
- Along with the formation team, plans, coordinates, develops, implements and evaluates all facets of a family-oriented youth ministry sacrament process by scheduling classes, social service and retreat events; coordinating Christian Initiation for teens in collaboration with the Director of Evangelization and Family Life; providing parent sessions as necessary; submitting program outline to the diocese for approval; coordinating and attending retreats as necessary.
- Prepares and submits to the Director of Evangelization and Family Life the Rock 45, EDGE middle school and young adult portions of the Christian Formation budget on a fiscal year basis by assessing current expenditures and determining cost increases and future needs; assisting youth in fundraising.
- Assists in leadership development of youth by encouraging involvement in Life Teen, the EDGE and Rock 45 Core Team; forming youth planning teams; publicizing youth attendance at diocesan functions; encouraging involvement in leadership conferences.
- Along with the youth ministry team, organizes and maintains a youth and young adult ministry office by establishing files of office and program materials; providing for proper storage of youth and young adult ministry materials and equipment; overseeing development of resources.

- Promotes youth and young adults within the parish and wider community by publicizing youth and young adult programs; keeping abreast of current trends in youth needs; maintaining communication with youth registered in the parish; maintaining contact with schools and other community youth groups.
- Collaborates with the Pastor, Director of Evangelization and Family Life and the formation team in planning and goal setting in the area of Christian Formation for the parish.
- Maintains professional competency by being aware of current trends in youth and young adult ministry; continuing education; attending vicariate meetings, workshops and in-service as provided.
- Participates as a member of the parish staff by actively participating in the mutual support of all staff members; meets regularly with the Director of Evangelization and Family Life; attends pastoral team and staff meetings.
- Collaborates with the Pastor, Director of Evangelization and Family Life and the formation team, by serving on the planning team for the Youth Liturgy.

**JOB SPECIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Responsible for continual development and smooth operation of the youth and young adult programs in a mature, efficient and professional manner; maintaining confidentiality and continuous professional development through study, self-examination, and use of supervision.
- Must have good knowledge of adolescent development and youth ministry methods; must be willing to stay current in trends of youth ministry and catechesis of youth; computer literacy preferred.
- Must be able to work under pressure; must be able to work within collaborative ministry with members of parish staff of a growing parish; must be able to anticipate solutions to problems.
- Must keep accurate records on youth; must be dexterous in organizing programs.
- Must be in good health and energetic to participate in youth activities; sits at desk, drives.
- Complete and maintain Diocesan Safe Environment Training as required by the Diocese.
- Abide by Diocesan Youth Ministry policies and procedures.
- Bachelor's degree in Education, Catechetics or other related field or a Youth Minister Certificate preferred.
- Three years' experience in ministry preferred.
- Must be able to work flexible hours including some weekends and evenings. Must possess a valid Arizona Driver's License and own personal transportation. Employee is subject to Diocesan and parish personnel policies prescribed for all personnel.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g, emergencies, changes in personnel, workload, rush jobs, technological developments, etc.)