

## **Holy Communion Church Job Description for Youth Coordinator**

**Summary:** Holy Communion Church is looking for an energetic, dynamic, innovative Youth Coordinator to help engage, grow, and educate our youngest members and their families. This position will be responsible for developing and organizing youth activities, coordinating Wednesday night youth gatherings, running Sunday morning Faith Formation (Religious Education), and arranging additional fun and educational activities for our young parishioners and their families.

**Hourly Rate:** \$25/hour

**Classification:** Nonexempt, Hourly

**Hours of Work:** This position will average 20 hours a week with flexible hours (primarily weekends and evenings)

**Work Environment:** Work will be performed in the church, around Central Oregon, with possible travel in Oregon.

### **Preferred Requirements:**

- Catholic Faith experience
- Teaching experience with youth
- Familiar with the Sacraments for teaching purposes
- Youth Ministry & Youth Activities experience

### **Essential Duties and Responsibilities:**

- Work with autonomy in building up and running all the programs in fulfillment of the Youth/Family Engagement & Education
- Come up with lots of great ideas and implement these ideas in order to be successful with the Wednesday Night Youth Gathering and Sunday morning Faith Formation (Religious Education)
- Utilize the Pastor and Church Council for support and encouragement of your position
- Collaborate with the Church Administrator in scheduling and promoting events
- Be comfortable with standing up front and promoting youth events at Mass
- Organize and lead the 1-8 grade Faith Formation (Religious Education) classes on Sunday mornings
- Develop and teach the Confirmation program for Middle School students
- Put on Wednesday evening group activities for Middle and High School students
- Organize Youth Activities at the Annual Church Picnic
- Organize Youth Acts at the Annual Taters & Tunes
- Oversee the Nativity Play during the Christmas season
- Organize regular Movie Nights

**Required Qualifications:**

- Must be at least eighteen (18) years of age.
- High school diploma or General Education Degree (GED)
- Clear background from all convictions, misdemeanors, felonies, and suspensions of Driver's License
- Current Oregon Driver's License
- Previous experience working with kids of all ages
- Hold a high level of ethics, integrity and standards
- Ability to remain flexible, resilient, calm and maintain a sense of humor in all situations

**Physical/ Environmental Demands:**

- Combination of sitting, standing, bending, reaching, stretching, stooping, walking, climbing stairs and moving during working hours
- Must be able to lift up to 25 lbs.
- Must be able to see and hear or use prosthetics that enable these senses to function adequately to fully meet the requirements of this position
- Must be able to maintain verbal and written communication with co-workers, leadership team, supervisors, parishioners, family members, and all business associates within or outside of HCC
- Successful completion and ongoing compliance with all certification, continuous education, background testing, drug and alcohol testing, and health assessments, as may be required under federal, state, or local law or per employer policy
- All of the above demands are subject to ADA requirements