

# **JOB DESCRIPTION – Coordinator of Youth Ministry**

Stella Maris Family of Parishes

## **I. IDENTIFYING INFORMATION**

- Title: Coordinator of Youth Ministry
- Status: Full-time, non-exempt, 12 months
- Reports to: Director of Evangelization

## **II. PRIMARY FUNCTION OF THIS POSITION**

- The coordinator of youth ministry will be responsible for offering leadership and discipleship programming in each of the parochial schools that are part of Stella Maris. The coordinator will also recruit and form adult and high school volunteers as a team of missionary disciples who will carry out the IGNITE Confirmation Formation program. Finally, the coordinator will develop and execute content, curriculum, and programs for jr. high and high school teens.

## **III. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

- Recruit and form adult volunteers, mentors, and other leaders as teams of missionary disciples capable and competent in carrying out faith formation initiatives for youth.
- Recruit and form high school leaders as a team of missionary disciples capable and competent in assisting with ministry initiatives.
- Develop and implement the IGNITE program for 8th graders seeking Confirmation.
- Serve as campus ministry presence in both St. Bernadette and St. Thomas More schools.
- Build junior high and high school youth ministry programs to serve the needs of adolescents across all of Stella Maris.
- Assist in coordinating summer programming for families and children (e.g., Totus Tuus).
- Serve as the parish staff liaison for athletic boosters and Scouts.

## **IV. WORKING ENVIRONMENT**

- Daytime, evening, and weekend work hours required (40 hours per week)
- Shared office space at St. Bernadette Church

**Please send resume/correspondence to: [HR@stellamarisfamily.org](mailto:HR@stellamarisfamily.org)**