



JOB DESCRIPTION

St. Gregory the Great Family

Position Title	Coordinator of Youth Ministry (CYM)
Location	St. Gregory the Great Family of Parishes
Reports to	Associate Director of Youth Evangelization
Status	Part Time (10-19 hours per week)

POSITION SUMMARY:

The Coordinator of Youth Ministry (CYM) provides vision and coordination for all efforts in ministering to young people from 6th through 12th grades across the St. Gregory the Great Family of Parishes. This includes weekly sessions, monthly activities, catechetical events, as well as organizing and carrying out a summer program. The CYM will coordinate activities as appropriate and as directed by the Associate Director of Youth Evangelization.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Coordinate and execute the outreach to and evangelization of all young people in the family of parishes.
2. Foster the involvement of young people in the life of the family of parishes
3. Provide and/or utilize resources (print, video, web, diocesan events) for effective programming.
4. Communicate Youth Ministry activities to all SGG staff and organizations.
5. Seek staff input in planning Youth Ministry activities.
6. Be a resource person to the St. Gregory the Great Staff on issues related to Youth and Youth Ministry.

OTHER OR SHARED RESPONSIBILITIES:

1. Collaborate with other Staff in planning common projects.
2. Execute other duties as assigned by the Associate Director of Youth Evangelization.

POSITION SPECIFICATIONS/REQUIREMENTS:

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, skills, abilities, or physical demands required. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

1. Education and/or Experience: B.A. in Theology, Pastoral Ministry, Educational degrees, or related field, OR at least 2 years prior experience working in Youth Ministry.
2. Knowledge of Catholic teachings, catechesis, and documents on Youth Ministry.
3. Language Skills: Strong verbal and written communication skills in English; proficiency in composing reports, correspondences, and letters and in publishing e-newsletters and flyers in English; ability to develop and facilitate youth programs; ability to read and understand Church documents and guidelines; ability to communicate with and work with other Staff and volunteer members of St. Gregory the Great. *Similar skills in Spanish are a plus.*
4. Reasoning Ability: Ability to solve problems, make sound decisions, and deal with a variety of concrete variables.
5. Exercise fiscal responsibility and champion appropriate usage of the Youth Ministry budget.
6. Computational Skills:
 - a. Ability to read, prepare, and report expenses for major events and programs.
 - b. Ability to manage enrollment, attendance, and track various requirements for activities of families participating in the Youth ministry programs.
 - c. Proficiency in Word, Excel, Outlook, and PC use and management.
Proficiency in Airtable, Constant Contact, Publisher, and Canva a plus.
7. 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 stand for extended periods, use hands in repetitive motion tasks, handle objects, talk to both small and large groups, and hear in both small and large group settings. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus.
8. Physical Environment: The employee will have office space available, but most work will be “out and about” on all three campuses and beyond. The employee will also work at off-site locations for various ministry events, like retreat centers, supervising and directing those events. Remote office work is acceptable.

Additional Requirements

1. Must pass a background, criminal, and reference check.
2. All employees of St. Gregory the Great must be SafeParish trained and be current on their quarterly bulletins
3. Must be able to pass a drug test.

4. Must have a valid driver's license, required insurance coverage, and be willing to periodically use one's automobile for local travel (mileage reimbursed).

Working Environment

1. Frequent weekend and evening work hours required.
2. Employees of St. Gregory the Great Family will know the Catholic faith, have a willingness to work for a Catholic, faith-based agency, and adhere to the policies of the Catholic Church.
3. Employees will not publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

PLEASE SEND A COVER LETTER AND RESUME TO:

Associate Director of Youth Evangelization
St. Gregory the Great Family of Parishes
Guardian Angels/Immaculate Heart of Mary/St. John Fisher
youthministry@sggparish.org