

**SHRINE OF ST. BERNADETTE
11509 INDIAN SCHOOL ROAD NE
ALBUQUERQUE, NM 87112**

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Youth Ministry and Young Adult Coordinator

The Youth Minister and Young Adult Coordinator provides leadership for the design and implementation of the parish ministry to youth and young adults and coordinates the youth and young adult program with the Catechetical Formation program for youth.

QUALIFICATIONS:

1. Bachelor's degree in Pastoral/Youth Ministry, education, theology, psychology, religious education, social work or the equivalent.
2. Previous work experience with youth.
3. Training in the principles, practices and theory of total youth ministry with specialization in areas of sexuality, values clarification and decision making.
4. These items may be helpful:
 - a. Teaching experience
 - b. Training in counseling and referrals
 - c. Training through a youth ministry program
 - d. This position requires frequent evening, weekend and overnight programs.

DUTIES & RESPONSIBILITIES:

1. Develops and administers programs for junior high and senior high school youth and for young adults in the parish.
 - a. Gathers data on the needs, interests, attitudes and beliefs of the junior high and senior high youths as well as the young adults of the parish.
 - b. Oversees the process for the organization and implementation of programs/experiences based on the seven components of youth ministry:
 - i. Community
 - ii. Understanding
 - iii. Catechesis
 - iv. Communications
 - v. Empowerment
 - vi. Spirituality
 - vii. Service
 - c. Maintains effective means for publicizing and promoting programs and experiences among the youth and young adults of the parish.
 - d. Facilitates the development of healthy relationships in all aspects of the youth and young adults' lives as well as between the program and the ministry of the parish.
 - e. Involves the youth and young adults in all aspects of parish life, and assists the youth and young adults to develop a good and healthy relationship with God and the Church.
 - f. Assists in establishing and maintaining the budget of the Office of Youth and Young Adult Ministry.
 - g. Maintains necessary office and program records
 - h. Submits periodic reports to the pastor, staff and parish council of the parish.
2. Recruits, trains and guides youth leaders
 - a. Directs recruitment, training, coordination, evaluation and spiritual development of volunteers, both peer and adult.

- b. Coordinates participation in Archdiocesan training and events.
 - c. Defines the responsibilities of each volunteer and peer leader.
 - d. In a collaborative manner, serves as advisor and support and supervisor to each volunteer and peer leader.
 - e. Publicizes and offers education programs and support systems for each volunteer and peer leader.
 - f. Monitors the efforts of volunteers and peer leaders.
 - g. Makes an effort to a gain the endorsement, support and involvement of all adults, especially parents and parish organizations.
3. Serves as a liaison between the parish youth and young adult ministry, the parish, the diocese and the community.
- a. Keeps the parish faith community informed of the youth and young adult ministry, i.e. programs, activities, goals and experiences.
 - b. Communicates and coordinates with other parishes regarding youth and young adult ministry.
 - c. Assists and encourages youth and young adults to participate in life of the parish through participation in various ministries and activities.
 - d. Networks with national and regional organizations which serve the needs of youth and young adults.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Must have appropriate self-knowledge and the ability to share the Catholic Faith with youth and young adults.
2. Must have paraprofessional helping/counseling skills (one on one listening skills, crises intervention, and referral skills).
3. Must have organizational skills: time management, delegation, long range planning, financial management and budgeting.
4. Must have volunteer management skills: recruiting, training and supporting.
5. Must have the ability to design, implement, lead and coordinate a wide variety of youth oriented programs addressing all seven components articulated in “A Vision of Youth Ministry,” including, but not limited to youth retreats, community-building activities, planning liturgy and leading prayer services.
6. Must have the ability to work collaboratively with the staff, parish council, parents and youth.
7. Must have the ability to work with a variety of ages, personalities and backgrounds. The ability to speak Spanish is recommended.
8. Must have the ability to integrate the youth program into the catechetical formation of the parish.
9. Must have knowledge of adolescent spiritual and personal development, youth culture, and sociology.
10. Must integrate the ministry of the Youth and Young Adult office into the Catechetical program of the parish.
11. Must be able to develop and maintain the budget of the office.
12. Must have the ability to function without direct supervision, that is, be self motivated.

**APPLY AT THE SHRINE OF ST. BERNADETTE, in person or by email to tmartinez@ssbnm.org
Application form available at www.archdiosf.org. Click on Employment Tab and scroll down for application form, available in both pdf and doc formats.**

SALARY: \$31,000 starting salary
POSTING DATE: December 20, 2011
CLOSING DATE: Open until filled.