

JOB DESCRIPTION

Our Lady of Fatima Parish

POSITION TITLE:	Confirmation, Youth Ministry and Middle School Coordinator
JOB CLASSIFICATION:	Exempt, salary
DEPARTMENT/PROGRAM:	Faith Formation
REPORTS TO:	Director, Faith Formation
SCHEDULE:	Varies (includes weekends and evenings)
PAY RANGE:	\$66,560 to \$70,000 Based on experience, education and qualifications.

Summary:

This is a 40 hour per week position working under the direction and guidance of the Director, Faith Formation (FFD). The Confirmation, Youth & Middle school Coordinator is first and foremost, a passionate and active Catholic with a desire to minister to young people. This requires a willingness to interact with youth, the ability to pray with them, and impart the treasure of the Catholic faith through the Sacraments, relational ministry, formation, retreats, and service.

Responsibilities:

- Collaborates with Faith Formation director in the vision and preparation for teen confirmation, youth ministry and Middle school at Our Lady of Fatima.
- Plans and implements confirmation curriculum classes, Youth events and Middle school classes
- Recruits, trains and supervises volunteers for small groups and retreat team leaders.
- Plans and directs annual Confirmation retreat including location, transportation, insurance, housing arrangements and activities.
- Organizes and leads parent meetings, designed to both inspire parents and distribute information.
- Support a lifelong formation of volunteer's team members
- Responsible for document gathering, sponsor qualification, oversees logistics for Confirmation liturgy, including rehearsal, and printing of program.
- Posts regular and relevant content to parish website and social media accounts:
- Attends staff meetings, Diocesan and deanery meetings, when required:
- Attends off-site trips, retreats and events as a chaperone and leader
- Observes and Maintain up-to-date Safe Environment Certification for self and all volunteers in the Confirmation, Youth Ministry and Middle school programs
- Submits an annual budget for confirmation, Youth ministry and middle school.
- Responsible for scheduling all classes and activities for Confirmation, Youth Ministry and Middle school.
- Coordinate VBS under the same hours a week *(If decide to do it during the summer)*
- Performs other duties as assigned.

Qualifications:

- Intermediate proficiency in Microsoft Office applications, including Excel, Word, and PowerPoint
- Ability to work and respond with positive attitude under pressure
- Goes above and beyond to provide excellent customer service
- Timely completion of assignments and ability to prioritize
- Extremely accurate, detail oriented, and quick learner
- Effective oral and written communication, and problem-solving skills
- Takes initiative to learn and develop oneself
- Proactive and independent

- High degree of commitment and adherence to deadlines
- Strict standard of confidentiality and ethics
- Commitment to the mission of the Catholic Church
- Catechist certification is preferred.

Preferred:

- Church or non-profit experience
- Practicing Roman Catholic
- Working knowledge of Microsoft Office

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.