



St. John Neumann Catholic Church

POSITION TITLE:	Assistant Youth Minister
JOB CLASSIFICATION:	Non-Exempt, Part-Time (15-20 hours per week)
DEPARTMENT:	Confirmation and Youth Ministry
REPORTS TO:	Coordinator of Confirmation and Youth Ministry
SCHEDULE:	Available to work evenings and weekends
PAY RANGE:	\$22.00-\$23.00 per hour (based on experience and qualifications)

JOB SUMMARY:

St. John Neumann Youth Ministry is seeking a dynamic, faith-filled, and organized individual to serve as our **Assistant Youth Minister**, supporting the mission of leading teens closer to Christ through vibrant, engaging, and catechetical ministry. This person will assist in planning, coordinating, and executing programs for middle and high school youth, and work in collaboration with parish staff, volunteers, and families to foster a welcoming environment.

RESPONSIBILITIES:

Because all St. John Neumann Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

Primary duties and Responsibilities include:

- Assist in the planning and execution of weekly youth ministry nights, sacramental prep classes, retreats, fundraisers, and catechetical programs for middle and high school students. Be present at youth ministry gatherings and act as a mentor and role model of faith and discipleship.
- Help recruit, train, and support adult and teen volunteers in all youth ministries.
- Assist in communication efforts through social media, email, and other platforms.
- Participate in the life of the parish, attend parish events and collaborate with other ministries as needed, including attending the 5 PM Youth Mass.
- Assist in administrative tasks including but not limited to class registration, payment collection, record keeping, ordering of materials, scheduling, and attendance of staff meetings.

- Support safe environment compliance and ensure all activities align with diocesan and parish policies.
- Perform other duties as assigned by the Coordinator of Confirmation & Youth Ministry.

QUALIFICATIONS:

- Practicing Catholic in good standing with the Church and supportive of its teachings.
- Passion for working with youth and a heart for evangelization. Previous experience in youth ministry preferred.
- Basic computer and media literacy (Google Suite, Canva, social media platforms, etc.)
- Ability to work flexible hours, including evenings and weekends.
- Ability to lead games, small groups, and prayerful experiences confidently and creatively
- Occasional travel for retreats, camps, or diocesan events may be required.
- Must complete diocesan Safe Environment training and background check prior to hire.

PHYSICAL REQUIREMENTS:

- 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 to operate a computer, keyboard and other office equipment. Close vision requirements apply due to nature of computer work.

WORK ENVIRONMENT:

Typical Working Conditions: Office environment

Equipment Used: Basic computer equipment, keyboard, mouse, telephone, copier, paper shredder, calculator.

Essential Physical Tasks: Verbal communication, movement around the office, remain stationary, reach and occasionally carry materials as needed weighing up to 30lbs.