

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Youth Ministry Coordinator
Accountability	Parish team
Purpose of Ministry	Coordinate programs and activities for youth
Participant Group	Youth
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Coordinate programs and activities involving youth ▪ Develop youth leadership ▪ Serve as a representative for youth and to other parish agencies
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Baptized, practising Catholic ▪ Work well with children ▪ Good communications, interpersonal and organization skills ▪ Leadership skills with ability to delegate ▪ Imaginative and creative ▪ Knowledge of Child and Family Service Act
Time Commitment	5 hours per week plus additional hours as required
Duration	2-year term, renewable
Orientation and Training	Provided by the parish team
Support	Provided by Pastor / parish team and Diocesan level
Supervision	Parish team
Evaluation	Review annually
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview ▪ Reference checks ▪ Police Record Check ▪ Receive <i>Volunteer Guidelines</i> ▪ Sign <i>Ministry Covenant</i> ▪ Orientation and training ▪ Supervisory checks and evaluations