

**Youth Ministry Coordinator  
Saint Mel Church  
Part-time: 16 hours per week  
\$17.00 an hour**

We are a vibrant and diverse community of Roman Catholic believers in San Bernardino and Riverside counties in Southern California. We commit ourselves to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

**POSITION SUMMARY:**

The Youth Ministry Coordinator is responsible for developing a vibrant and dynamic Youth Ministry, which is a fundamental pillar of our Catholic Faith of evangelization that strives to reach out to all Middle School and High School youth in our Church. Reach out to all youth in the community, provide for formal catechesis, and invite and enable youth serve others This job reports to the Parish Pastor. Major position responsibilities and regular

**ACTIVITIES INCLUDE THE FOLLOWING:**

- Recruit, train, supervise and evaluate volunteers in compliance with all diocesan Youth protection guidelines that leads to the building of a solid foundation for life-long learning about their faith.
- Collaborates closely parish staff, with the Confirmation Coordinator and Coordinator of Religious Education,
- with other volunteers.
- Plan, run and lead Youth Ministry events such as games, service projects, devotions, panel discussions, parties, talks, and Youth Ministry retreats.
- Keep accurate records of attendance for the program, volunteers and events for those in the Youth Ministry program, helping with data entry and upkeep as needed, and attends of parish meetings, as well as diocesan meetings as appropriate.
- Collaboration on calendars, forms, youth protection, and other aspects of the parish-wide catechetical program, scheduling and adjusting program components (space, time, materials, liturgy rehearsals, reception of sacraments, etc.) as needed.
- Essential communication with participants, parents, and the parish at-large regarding area of responsibility and distribution of information of the ministry including the submission of appropriate materials for the parish bulletin. Other duties as assigned.

**QUALIFICATION GUIDELINES**

- An active member of a Roman Catholic faith community.
- Must have 2-3 years' experience in working with youth in a catholic parish setting.
- Must be computer literate and knowledge of Microsoft Office Suite.
- Have ability to interact professionally with all employees and people on parish grounds.
- Diocesan formation (PMFP), certification in Youth Ministry or related field preferred.
- Bilingual in English and Spanish preferred.

**PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to 25 lbs., kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

**Interested candidates, please forward your resume to:**

**St. Mel Catholic Church  
4140 Corona Ave. Norco, CA 92860**

**Attn: Fr. Luis A. Guido, Pastor**

**Email: [LGuido@sbdioocese.org](mailto:LGuido@sbdioocese.org)**

**The Diocese of San Bernardino is an Equal Opportunity Employer.**