

YOUTH MINISTER

St. Catherine of Alexandria Church

Part-Time 25 hours week

\$16.00-\$18.00 an hour DOE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed 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.

St. Catherine of Alexandria Catholic Church in Riverside is seeking a full time Youth Minister who is experienced, energetic, charismatic and faith-filled to build upon and strengthen a comprehensive Youth ministry programs.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Plan, develop, coordinate, and implement Parish High School and Middle School events and activities related to service, social, and spiritual development of students that will include formal catechesis.
- Recruit, train and supervise volunteers to engage and lead students and young adults.
- Develop Core group for both youth and middle school ministries, providing for their enrichment and training.
- Coordinate youth liturgy preparation.
- Engage, and evangelize students and parents/guardians to pursue faith formation and become active in parish life.
- Maintain records and perform administrative tasks as needed and required.
- Organize retreats and evenings of prayer and reflection.
- Publicize and promote youth ministry programs.
- Collaborate with Director of Parish Youth Ministries on annual financial report and budget.
- Maintain necessary office and program records, including activity and time logs.
- Collaborate with staff members and ministry leaders
- Be inclusive in multi-cultural representation in the parish community.
- Attend regular staff meetings and participate in staff planning and events.
- Adhere to Diocesan Policies and Guidelines to ensure the Safe Environment for the youth.
- Knowledgeable in computer communications, social media and internet.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must be a practicing Catholic and fully participate in sacramental life.
- Minimum two years of experience working in a Catholic Youth ministry.
- Certified as a Youth Minister, or in the process of certification / completion of Parish Ministry Formation Program.
- Must be enthusiastic, excellent organizational, planning, and interpersonal skills.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office, email, and internet usage.
- Must be able to communicate effectively with youth and parents.
- Must be available to work flexible hours to include evenings and weekends.
- Biliterate, Bilingual (English/Spanish) is preferred.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting up to 30 lbs., stooping, standing, sitting, lifting and carrying, pushing, pulling, 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. Catherine of Alexandria Catholic Church

Attn: Ronna Bugarin

7005 Brockton Avenue

Riverside, CA 92506

Email: stcofa@stcofa.org