

COORDINATOR OF YOUTH AND YOUNG ADULT MINISTRY

Holy Innocents Catholic Church, Victorville

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.

Holy Innocents Catholic Church in Victorville is seeking a full time bi-lingual (English/Spanish) Youth and Young Adult Ministry Coordinator who is experienced, energetic, charismatic and faith-filled to build upon and strengthen a comprehensive Youth ministry program in an established, multicultural parish of 2,500 families.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Plan, develop and implement events and activities related to service, social, spiritual development of students and young adults.
- Coordinate calendar of ministry events and advertise events using communication via social media and other technology.
- Recruit, train and supervise volunteers to engage and lead students and young adults.
- 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 (e.g. distributing, collecting and storing permission slips for events)
- Prepare annual budget and calendar and adhere to those plans.
- Prepare reports as needed (e.g. attendance at events)
- Coordinate and manage fund raising events
- Maintains a liaison with vicariate and diocesan organizations to ensure participation in diocesan and regional events.
- Knowledge of a variety of church music genres, Catholic liturgical practice, and the use of music in worship.
- Knowledgeable in computer communications and internet.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Bilingual (Spanish/English) is required.
- Must be a practicing Catholic and fully participate in sacramental life.
- Bachelor's degree in Theology, Religious Education or a related field.
- A degree in music, music education or a related field is desirable but not required.
- Strong communication skills; conflict resolution skills; organizational, planning, and implementation skills; interpersonal and collaborative skills.
- Previous experience working with youth and parents/guardians. Must be thoroughly familiar with the principles and the areas of youth ministry and have a broad understanding of liturgy and worship.
- Must be able to delegate responsibilities and train and supervise volunteers, students and young adults.
- Ability to positively perform and interact with a diverse, multi-cultural population.
- Must have proficiency in email/internet, and computer software such as M/S Office systems (Word, Outlook, Calendar; excel, PowerPoint, and Publisher) and social media (Facebook, twitter, etc.).
- Must be able to communicate effectively with youth and parents.
- Must be available to work flexible hours to include evenings and weekends.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., and 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:

Attn: Rev. Patrick Travers

Holy Innocents Catholic Church

13230 El Evado Rd., Victorville, CA 92392

Email: ptravers@sbdiocese.org or fax to: [760-955-2100](tel:760-955-2100)

The Diocese of San Bernardino is an Equal Opportunity Employer.