

COORDINATOR OF YOUTH AND YOUTH CONFIRMATION MINISTRY

PART-TIME POSITION

Our Lady of the Valley Church, Hemet

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.

Founded in 1946, Our Lady of the Valley is a community rooted in the Eucharist.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Plan, develop and implement events and activities related to service, social, and spiritual development of youths.
- Coordinate calendar of ministry events, reserve use of facilities and advertise events to insure success.
- Recruit, train and supervise volunteers to engage and lead students and young adults in compliance with Safe Environment policies.
- 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 of events and adhere to those plans.
- Coordinate ministry participation in Youth Day and Steubenville Retreat.
- Prepare parish as well as diocesan reports as needed (e.g. attendance at events) and insure the recording of Confirmation sacraments in church register.
- Coordinate fundraising activities with business manager and manage fund raising events.
- Maintain a liaison with vicariate and diocesan organizations to ensure ministry participation in diocesan and regional events.
- Have familiarity with a variety of church music genres, Catholic liturgical practice, and the use of music in worship.
- Be knowledgeable in computer communications and internet.
- Recruit and maintains catechist and catechist aids for confirmation classes.
- Prepare confirmation lesson plans in collaboration with CRE and keeps records of student attendance and progress.
- Coordinate with diocese annual confirmation ceremonies.
- Keep track of Safe Environment requirements for catechists and aides.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Bilingual (Spanish/English) is preferred.
- 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..
- 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: Ivonne Ramirez

Our Lady of the Valley Church

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The Diocese of San Bernardino is an Equal Opportunity Employer.