

**ST. JOSEPH BASILICA
ALAMEDA, CA**

**Youth Ministry Coordinator
Job Description**

Job Title: Youth Ministry Coordinator I

Position Classification: M-3 (Hourly) Part-time

Category: Non-Exempt

Reports to: Director of Faith Formation

Position Overview:

The Youth Ministry Coordinator reports to the Director of Faith Formation and is responsible for the two-year Confirmation program. He or she plans and facilitates sessions for 1st and 2nd year candidates (25-35 students in each group); recruits and supervises volunteers; plans retreats and prayer services; identifies service opportunities for the teens; and encourages their involvement in parish life.

Essential Job Functions:

- Catechetical and Spiritual Formation (attention to catechesis, evangelization, social action, community building, spirituality and liturgy)
- Volunteer Management (recruit, train, and supervise adult and teen volunteers)
- Communication (with families of youth and with staff)
- Administration (ensures necessary paperwork is done and sacramental records maintained)

Requirements:

- A practicing Roman Catholic with an informed understanding of the traditions of the Church including the Second Vatican Council.
- Substantial experience and training in theology/catechesis.
- Must be able to have flexibility in work hours

To apply, please email resume to Anne Marie Fourré at afourre@sjbalameda.org