

Part Time Position: Associate for St. Patrick Youth Ministry Team

A preliminary listing of duties and responsibilities for the assistant follows. Duties will be added in all areas as they are determined.

Hours: Average of 10 hours week (flexible work schedule)

Salary: \$14.00 per hour

AREAS OF RESPONSIBILITIES AND DUTIES

Youth Ministry

- ✚ Assist Director of YM with promotion of events [i.e. flyers, announcements, emails and etc.]
- ✚ Assist Director of YM with website updates, including set up of Sign Up Genius for youth events.
- ✚ Assist with recording and collecting of permission slips, fees and preparing rosters for events
- ✚ Help to organize Adult volunteers to the Youth Ministry Program
- ✚ Process the background checks and safe environment training for new adults involved in YM.
- ✚ Help with scheduling of youth ministry events with parish's master scheduler
- ✚ Plan and execute youth ministry events as needed.
- ✚ Provide direct support to Director of YM at events that are determined by the Youth Minister
- ✚ Assist and help maintain the Youth Ministry Leadership Team and Youth Ministry Core Team
- ✚ Other tasks to be determined... as the position evolves

Sacrament of Confirmation

- ✚ Assist with collecting and filing of all documents including:
 - 1) Maintain Confirmation data base
 - 2) Mailings/invites to all students eligible to be Confirmed
 - 3) Candidate Information Form- Collect from Parish PDS system
 - 4) Confirmation sponsor forms
 - 5) Collect baptismal certificates
 - 6) Report Confirmations to church of baptism
 - 7) Collect and record saint name essay, service essays, Archbishop letter
 - 8) Collection/record Confirmation fees
 - 9) Set up individual Confirmation interview schedule
 - 10) In collaboration with YM set up Confirmation student/sponsor hospitality reception
 - 11) Seating chart for Confirmation
 - 12) Assist director of YM in scheduling service opportunities for Confirmation process
- ✚ Prepare materials and provide support in advance of parent meetings, sponsor meeting, Confirmation retreat, and Confirmation Mass

Skills Needed:

- ✚ Proficient in Microsoft Office (Word, Excel, Publisher, Power Point)
- ✚ Able to lead prayer and execute an event with a provided plan.
- ✚ Good communication skills in both verbal and writing.
- ✚ Self motivated to work on one's own schedule.
- ✚ Able to work a variety of hours, some weekends and nights required.