

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 20 hours per week (flexible work schedule) **Pay:** \$15 per hour

Youth Ministry

- Assist the Director of YM with the promotion of events [flyers, announcements, emails, etc.]
- Assist Director of YM with website updates, including set up of Sign Up Genius for youth events.
- Assist with recording and collecting permission slips, fees and preparing rosters for events
- Help to organize Adult volunteers for the Youth Ministry Program
- Process the background checks and safe environment training for new adults involved in YM.
- Help with scheduling youth ministry events with the parish's master scheduler
- Plan and execute youth ministry events as needed.
- Assist with overnight events. (Retreats, Mission Trips, conferences and etc.)
- Provide direct support to the 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 all documents including:
 - Maintain Confirmation database
 - Mailings/invites to all students eligible to be Confirmed
 - Candidate Information Form- Collect from the Parish PDS system
 - Confirmation sponsor forms
 - Collect baptismal certificates
 - Report Confirmations to the church of baptism
 - Collect and record saint name essays, service essays, Archbishop letter
 - Collection/record Confirmation fees
 - Set up an individual Confirmation interview schedule
 - In collaboration with YM set up Confirmation student/sponsor hospitality reception
 - Seating chart for Confirmation
 - Assist the director of YM in scheduling service opportunities for the Confirmation process
- Prepare materials and provide support in advance of parent meetings, sponsor meetings, Confirmation retreats, and Confirmation Mass

Skills Needed:

- Proficient in Microsoft Office (Word, Excel, Canva, Google Docs, Sign Up Genius)
- 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.