

## **ROLE DESCRIPTION: School Coordinator of Youth Ministry**

*One Year Term Full-Time Position with possibility for renewal*

*Accepting applications until **July 15, 2016***

### **Summary and Scope of Service:**

The Coordinator of School Ministry will lead and coordinate the entire school community's response to the needs of youth following the Comprehensive Approach to Youth Ministry.

### **Reports To and Serves With:**

Principal, Mrs. Jaime Robinson

Archdiocese of St. Boniface

### **Key Duties and Responsibilities:**

- Develop and coordinate various School Youth Ministry responses
- Ensure the School has a common Youth Ministry Vision and rationalize all Youth Ministry Responses according to that vision
- Develop a School Youth Ministry Core Team ("Core Team")
- Provide training for the Core Team and Youth Minister involved in the school
- Provide faith formation opportunities to the Core Team and School Youth Ministers
- Constant communication with Principal and school community at large
- Develop relationships with parents of school youth
- Coordinate and develop relationships with other Youth leaders
- Ensure the Youth Ministry coordinates with the Archdiocesan Office of Youth and Young Adult Ministry, and is in compliance with Archdiocese of St. Boniface statutes and policies

### **Skills and Qualifications**

- Excellent leadership and organizational skills
- Experience in training and leadership development
- Experience of at least three (3) years in Youth Ministry preferred
- Experience in event planning preferred
- Design of posters, pamphlets and other advertisement materials
- Excellent oral and written communication skills
- Can drive and has access to a vehicle
- Can perform tasks that require physical exertion
- Is knowledgeable of and practises Catholic faith

*Please submit your resume to email: [jrobinson@sbdhs.net](mailto:jrobinson@sbdhs.net)*