**Job Summary**

* Accountable for the planning, implementation, delivery, and sustainability of the middle school youth ministry program
* Participate in middle school youth ministry activities and meetings, which will require evening and weekend hours
* Develop and build effective working relationships with youth, parents, volunteers, and parish team to ensure successful operation of youth ministry programs and related activities
* Oversee and manage required records, information, and budget for the middle school youth ministry program

**Primary Responsibilities**

* Work with the Director of Youth Ministry to create an annual calendar and curriculum using the Edge resources (social, issue and catechetical) as well as additional materials that fits into the vision for youth ministry.
* Coordinate and oversee the middle school youth ministry meetings on Sunday afternoons, minimum twice per month.
* Set up and clean up/tear down meeting space.
* Recruit, guide, teach, and develop the middle school Core Team
* Ensure compliance of middle school Core Team with Archdiocesan policies regarding background screening and Safe Environment.
* Implementation of VIRTUS Child Safety training for middle school students as required by Archdiocese
* Organize content, logistics, bookings, budget, registration for at least one middle school retreat
* Coordinate middle school youth ministry summer programming, includes planning, registration, logistics, and attending EDGE summer camp as well as at least one additional social event.

**Additional Responsibilities**

* Implementation of initiation Sacraments for middle and high school students (catch up sacraments of Baptism and Eucharist as needed)
* Work collaboratively with the Directory of Youth Ministry on all youth ministry events as needed.
* Middle school Bible study, or comparable program, minimum once per month
* Other responsibilities as assigned

**Self Development**

* Develop/maintain an active personal prayer life
* Participates in the sacraments and other forms of community prayer.
* Attends at least one personal spiritual formation or continuing education opportunity, such as a retreat, per year
* Stays current on modern models of catechesis and youth ministry, and media in catechetical and youth ministry programs.

**Requirements**

* Active, practicing Catholic
* Must take Oath of Fidelity
* Complete a background check and Virtus training
* Experience with / basic understanding of middle school youth and EDGE models of catechesis
* Availability to work nights and weekends
* Bachelor’s Degree or comparable work experience in a related field
  + Theology degree preferred
* Move, lift, carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance.
* Excellent oral and written communication skills
* Excellent organizational and administrative skills.
* Proficient computer skills including but not limited to Microsoft Office, Google suite, and database management.