

**Job Description**  
**St. Timothy Catholic Church**  
**1730 W. Guadalupe Road**  
**Mesa, Arizona 85202**  
**(480) 775-5200 Fax (480) 820-7984**

**Title:** Assistant Coordinator of Youth Ministry  
**Position Reports To:** Coordinator of Youth Ministry  
**Hours:** Part-Time (20 hours/week)

**JOB SUMMARY/FOUNDATIONAL REQUIREMENTS**

The Coordinator of Youth Ministry must be well-formed in the theology and spiritualities of the Catholic faith and be comfortable sharing his/her faith with others. The Coordinator must have a mature personal spiritual life that is grounded in prayer, frequent reception of the Sacraments, an openness to the Holy Spirit and personal moral behavior that would serve as a strong example to the teens. The Coordinator must understand the processes of conversion and catechesis, including the Catechumenate Model and Ecclesial Method, and be convinced that the primary aim of Life Teen/Edge Ministry is to bring youth into a personal relationship with Jesus Christ that integrates them into the life of communion in the Church. In an effort to support to the New Evangelization, the Asst. Coordinator will shape the Ministry to ensure it coincides with the over-arching mission of evangelization and discipleship at St. Timothy.

**Responsibilities:**

- Develop, coordinate and foster a comprehensive discipleship-based programming for EDGE (grades 6-8)
- Assist the Coordinator of YM in the Life Teen (H.S.) program with consistent presence as Life Nights and retreats/trips
- Assist the Coordinator of YM in supervising aspects of the Life Teen Loft
- Plan and execute all aspects of Edge retreats, trips and activities
- Communicate with youth and parents regarding youth ministry curriculum, trips, expectations, etc.
- Create and promote programs in a way that continually invites new youth to participate in EDGE
- Coordinate, recruit, screen, train, support and evaluate volunteers/core teams for EDGE
- Work collaboratively with appropriate staff and volunteers to bridge programs (CGS to EDGE, EDGE to Life Teen)
- Participate in and support Diocesan & Life Teen Youth Ministry Programs and Training Opportunities
- Provide timely, relevant information for weekly bulletin and maintain Youth page on parish website
- Attend staff meetings as required
- Work cooperatively with St. Timothy Parish and School Staff
- Implement, promote and enforce mandatory Diocesan Safe Environment requirement(s) for volunteers and youth
- Participate in Diocesan & Parish Safe Environment Training
- Adhere to personnel practices of the Diocese of Phoenix and applicable parish policies and procedures
- Perform any task deemed necessary by the Pastor or his delegate

**Skills and Qualifications:**

- Understand the dynamics of evangelization and conversion, specifically the Catechumenate Model and Ecclesial Method
- Enthusiastically evangelize pre-teens and teens, and train others to do so
- Practicing Catholic in good standing; faith-filled, Holy Spirit driven, self-motivated, imaginative, energetic and reliable
- Some formal training in theology or systematic catechesis
- Minimum of 2 years' experience in related position
- Ability to develop a program that will equip teens to become disciples of Christ
- Knowledge of Microsoft Office Applications (Word, Excel, Publisher, PowerPoint, Outlook, Access)
- Demonstrate excellent oral/written communication and interpersonal skills
- Ability to work well with middle school and high school youth, parents and volunteers
- Ability to work in a team environment
- Ability to multitask
- Demonstrate excellent organizational skills
- Must have initiative, creativity, sensitivity to the needs of people; sound judgment regarding individual and program needs
- Must maintain confidentiality of sensitive/personal information
- Must be able to work independently, with minimal supervision and frequent interruptions
- Must be available to work nights and weekends, as required
- Ability to lift 50 pounds
- Must have reliable personal transportation
- Dedication to the community of St. Timothy and the Catholic Church by participating in liturgical celebrations, prayer and service, requested parish events, etc.

*This document is designed as a summary or general description of the job and may not include all the duties, knowledge, skills or abilities required or associated with the position.*

Submit letter of interest, resume and work experience to Debbi Mesa, Parish Administrator at [dmesa@sttimothymesa.org](mailto:dmesa@sttimothymesa.org) or St. Timothy Catholic Church, 1730 W. Guadalupe Rd., Mesa, AZ 85202.