

Director of Youth Ministry

The Director of Youth Ministry is responsible for the day-to-day direction, development, and implementation of youth ministry programming to help VMY members grow in faith through consistent formative programming coupled with experiential learning events such as Service on Saturday, Operation Overhaul, and Marian Consecration.

The Director of Youth Ministry is responsible for implementing current, and if necessary, the development curriculum, highlighting VMY SEMO's Vincentian heritage and foundational principles.

The Director of Youth Ministry serves as the primary point of contact for all ministerial outreach efforts with area parish youth groups and community organizations through which collaborative events and programming are developed.

The Director of Youth ministry reports to the Executive Director of Vincentian Marian Youth.

1. Contribute to and execute the long-term aligned vision for Vincentian Marian Youth SEMO's youth ministry.
2. Continually increase knowledge and understanding of Vincentian charism, virtues, and principles central to faith formation to maintain alignment with National and International guidelines.
3. Lead and organize effective youth programs through weekly youth group nights, special events, annual mission trips, service projects, and monthly Mass.
4. Recruit, train, and develop volunteers with diverse gifts and personalities.
5. Promote an environment where students feel connected as a family, where each student is valued and celebrated.
6. Seek to integrate VMY SEMO's youth ministry into local parishes to grow and strengthen youth ministry programming support.
7. Create fun and meaningful opportunities for all youth to connect and grow together.
8. Ensure safe and healthy classroom/small group environments are maintained at all times following Diocesan protocols.
9. Maintain contact with students and parents, keeping them informed of ongoing activities.
10. Keep parents updated on ministry strategies and plans in a way that encourages partnership and involvement.
11. Provide clear weekly communication to youth and parents of events/activities through bulletin announcements, emails, social media, and other appropriate communication forms.
12. Prepare summary reports for board meetings, attend board meetings, and present on store operations as needed by the Executive Director.
13. Foster cross-collaboration between VMY SEMO and other area youth groups.
14. Promote Vincentian Marian Youth SEMO's unity, direction, and vision by participating in staff and leadership meetings.
15. Develop a full year calendar that will accomplish our mission and vision as a ministry and complement our mission and vision as a church.
16. Carefully plan and manage the Youth Ministry budgets.
17. Stay current with youth ministry practices by reading, attending youth leadership conferences, etc.
18. Create, maintain, and file all necessary paperwork for all activities, including
 - a. schedules, permission forms, receipts, presentations, etc.
19. Assist in building and maintaining relationships with the International and National Vincentian Marian Youth as well as Vincentian Family members, especially the Daughters of Charity (DC's) and the Congregation of the Mission (CM's), also the local St. Vincent De Paul Societies, Ladies of Charity and the Miraculous Medal Association.

20. Review programs, events, data, evaluation forms, and other assessment materials to determine improvements and make proposed recommendations based on the information collected.
21. Maintain the organization's stability and reputation by complying with all legal requirements, including Protecting God's Children.
22. Maintain a professional attitude and represent the ministry inside and outside the organization by being an active member of the community, always positively representing the organization, and living within the Catholic Church's teachings.
23. All other duties as assigned.

Requirements:

- Three years of Youth Ministry leadership or coordination are strongly preferred.
- High School diploma required.
- Bachelor's degree in theology or related field strongly preferred.
- Must be a practicing Catholic in good standing with the Catholic Church and supportive of her teachings.
- Previous leadership experience strongly preferred
- Computer skills, including Windows-based programs and social media required.
- Exceptional attention to detail required.
- Ability to multi-task and flexibility to learn and accept other duties.
- Maintain a positive attitude and cooperate and interact with diverse groups, including youth, priests, parents, volunteers, board members, and supporters.
- Excellent organization and planning skills.
- Must be responsible and reliable.
- Excellent communication skills, both oral and written, are required.
- Must maintain an open and honest relationship with co-workers and management.
- Willingness to work evenings, weekends, holidays as needed or required and a minimum of 40 hours per week.