

**Job Title:** Director of Youth Ministry  
**Reports To:** Pastor  
**Position:** Full-time, Benefits  
**Parish:** St. Joseph Parish, Downers Grove

### **Position Summary**

St. Joseph Parish is seeking a Christ-centered, and passionate individual to serve as Director of Youth Ministry for the Parish's Middle School, High School and college students. The Director of Youth Ministry's main role is to support the parish in forming young people into true disciples of Jesus Christ. The Director of Youth Ministry will oversee middle school and high school youth programs to cultivate a vibrant program where young people can deepen their relationship with God, develop a strong moral foundation, and engage actively in their faith. This will include leading the 7th and 8th grade religious education program in preparation for the Sacrament of Confirmation.

### **Responsibilities**

- Recruit, train and supervise catechists, catechist aides and volunteers
- Prepare curriculum and materials for Confirmation classes
- Coordinate sacramental preparation for Confirmation in collaboration with School leadership
- Work in cooperation with School leadership and Director of Religious Education in selection of textbooks and catechetical materials to be used jointly by the School, Confirmation and Religious Education program.
- Prepare the calendar for junior high confirmation program and junior high and high school youth ministry program
- Maintain a current Catechist and Parent Handbook
- Recruit and maintain a team of High School Youth Ministry Volunteers to serve in varied capacities, teaching, guiding and mentoring the youth
- Provide formal and informal faith sharing and small group formation for grades 9—12
- Provide various youth opportunities for service both within our community and beyond for both Junior High and High School students
- Plan summer programs (ex. Mission Trips, Service Opportunities, Steubenville Conference)
- Network with area youth ministers to promote and invite participation in local and diocesan Youth Ministry events for youth in grades 7—12 and attend diocesan cluster meetings for youth ministers
- With the help of the Business Manager, prepare the annual Confirmation & YM budget.

### **Requirements**

- A Bachelor's in Theology, Religious Education, Youth Ministry or Religious Studies and/or a certificate in ministry or theology from a Catholic institution of higher learning is preferred.
- Must be a practicing Catholic in good standing and demonstrate an active commitment to the Church's mission.
- Support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.
- Outstanding organizational skills, including time management, delegation, planning, and budgeting.
- Outstanding interpersonal skills and demonstrated ability to work effectively with adults and children of all ages.
- The nature of this position requires a highly flexible schedule comprising day, evening, and weekend hours.

### **Salary & Benefits**

- This position is full-time, exempt, with benefits as offered by the Diocese of Joliet. Normal work hours are Monday – Friday, 40 hours per week, but there are some night and weekend responsibilities. Flex time.
- Salary commensurate with experience, education, training, and skill level

***Send resume and cover letter to Beth Harbauer, Business Manager, [bharbauer@sjpdg.org](mailto:bharbauer@sjpdg.org), 630-964-0216 Ext 1101. Please reference Director of Youth Ministry in the subject line of your email.***