

## Job Title

# Extreme Youth (EY) Co- Coordinator Saint Luke's Parish

12 Hr/Week

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## Youth Ministry Vision Statement

"Saint Luke's Youth Ministry exists to fuel faith, empower each other to connect with God, share boldly, and belong deeply. Join us to transform lives and shape futures."

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## Job Summary

The Youth Ministry Co-Coordinator leads all youth-related ministry activities at Saint Luke's Parish. This includes organizing weekly gatherings, managing events, and creating a welcoming, Christ-centered environment for youth and young adults. The coordinator works closely with parish leadership and volunteers to nurture faith, build community, and encourage active service.

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## Key Responsibilities

### Youth Engagement & Program Management

- Co-lead weekly gatherings for youth ages 11–17, held every Saturday evening (2 hours).
- Co-direct the annual Passion of Christ play.
- Plan and oversee a two-night sleepaway camp for youth (ages 11–17), including leadership team management.
- Organize the preparation and distribution of Christmas baskets for 30–40 families in need.
- Create and manage the Youth Ministry's annual budget.
- Plan engaging off-site outings and family-friendly activities.
- Coordinate youth involvement in special liturgical events (e.g., World Youth Day).
- Launch and guide a ministry group for young adults (ages 18–30).
- Create digital posters and announcements for Youth Ministry events.
- Manage the Youth Ministry's presence on social media platforms.

### Faith-Based Leadership & Pastoral Ministry

- Develop and lead faith formation sessions or Bible studies for youth and young adults.
- Organize opportunities for prayer, worship, and spiritual reflection (e.g., Adoration, retreats).
- Support vocational discernment through talks, mentoring, and faith exploration.
- Collaborate on sacramental preparation (especially Confirmation) as needed.

### Leadership Development & Volunteer Coordination

- Train and mentor youth leaders and leaders-in-training to take active roles in ministry.
- Recruit, train, and support adult and young adult volunteers.
- Ensure volunteer compliance with Safe Environment and parish guidelines.

## **Community & Parish Integration**

- Collaborate with other parish ministries to foster intergenerational faith experiences.
- Engage and communicate regularly with families to support youth participation.
- Represent Saint Luke's Youth Ministry in inter-parish and diocesan events and initiatives.

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## **Qualifications**

### **Required:**

- Strong interpersonal and communication skills.
- Experience working with youth and/or young adults ages 11–35.
- Proficiency with digital tools (Google Workspace, etc.).
- Willingness to undergo a police background check as required by the Parish Responsibility Ministry.
- Bilingualism (French/English) – If relevant to your community, this can expand reach and inclusivity.
- Experience in Conflict Resolution or Mediation – Useful for managing group dynamics and teen issues.
- Availability for Evenings & Weekends -Willingness to work flexible hours, including evenings, weekends, and occasional overnights for retreats or camps.
- Commitment to Safe Ministry -Demonstrated understanding of or willingness to be trained in safe environment protocols and boundaries in youth work.
- Theological or Pastoral Knowledge -Basic understanding of Catholic doctrine and liturgy.

### **Preferred:**

- Valid driver's license.
- Experience in event planning, outreach, or ministry programming.
- Certification in First Aid and CPR.

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## **Compensation and Benefits**

**Compensation:** Salary to be discussed during the interview process.

### **Benefits:**

- Sacred relationships : You become a spiritual companion to young people—often being one of the first adults they truly trust in faith matters.
- Project management skills: From organizing retreats to managing budgets, you'll develop skills in planning, logistics, delegation, and execution.
- Creative freedom: No two weeks look the same. You'll have the chance to create meaningful content, lead unique events, and design programs that reflect your gifts.
- Being part of something bigger: You're not just doing a job, you're contributing to the mission of the Church and helping build the next generation of believers.
- You'll never be bored: Ever.

**Perks:** Supportive faith community, space for spiritual growth, and meaningful impact in the lives of youth.

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**Location**

A dedicated office space is provided at Saint Luke's Parish.

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**Application Instructions**

Email your CV to [job@st-luke.ca](mailto:job@st-luke.ca)

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**Equal Opportunity Statement**

Saint Luke's Parish is an equal opportunity employer. We are committed to creating a welcoming and inclusive environment and encourage applicants from diverse backgrounds to apply.

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