



# ROMAN CATHOLIC DIOCESE OF BOISE

## *Job Description*

**Parish:** Holy Apostles Catholic Church  
**Position Title:** Coordinator, Youth Ministry and Confirmation  
**FLSA Designation:** Full-time 40 hours/week, Non-Exempt, Ministerial  
**Reports to:** Youth Ministry Director and Pastor

### **POSITION SUMMARY:**

The Coordinator of Youth Ministry and Confirmation serves as a lay ecclesial minister supporting the spiritual and pastoral mission of Holy Apostles Catholic Church and the Roman Catholic Diocese of Boise. This role assists in creating a welcoming, faith-filled environment where middle school and high school students can grow in their relationship with Jesus Christ, deepen their understanding of the Catholic faith, and actively participate in parish life.

The Coordinator supports the planning, organization, communication, and execution of youth ministry and Confirmation programming through relational ministry, administrative coordination, event support, and creative communication. This position works closely with parish leadership, volunteers, students, and families to foster a safe, engaging, and Christ-centered ministry environment.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in coordinating middle school, high school, and Confirmation ministry programming, including weekly youth nights, retreats, service projects, worship experiences, camps, and special events.
- Build positive relationships with students, families, volunteers, and parish members to encourage participation and spiritual growth.
- Create engaging lesson presentations and visual materials to support youth ministry and Confirmation programming with current curriculum.
- Design and develop promotional content and advertisements for parish bulletins, newsletters, social media, and ministry communications.
- Support event planning and ministry logistics, including registrations, attendance tracking, scheduling, and preparation of materials.
- Recruit, coordinate, communicate with, and support volunteers and CORE Team members serving in youth ministry and Confirmation programs, fostering a positive, safe, and collaborative ministry environment.
- Assist with Safe Environment compliance, including Virtus training coordination, attendance verification, and CORE Team access requirements. Prioritizes the safety of the youth, CORE Team, and parishioners.
- Provide administrative support including data entry, communication with families, volunteer coordination, and organization of ministry records.
- Support ministry activities during evenings and weekends as required for parish events, retreats, liturgies, and youth programming.

- Collaborate with parish staff, clergy, volunteers, and ministry leaders to support the mission and goals of the parish.
- Perform other duties as assigned by the Youth Ministry Director.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of and commitment to the teachings, mission, and values of the Roman Catholic Church.
- Support and uphold Catholic doctrine and parish ministry objectives.
- Strong interpersonal, relationship-building, and public speaking skills with the ability to connect effectively with youth, families, volunteers, and parish staff.
- Excellent verbal, written, organizational, and communication skills.
- Manage multiple priorities, meet deadlines, and adapt in a fast-paced ministry environment.
- Strong creativity and proficiency in developing visual presentations, ministry communications, and promotional materials.
- Work collaboratively within a team environment while also taking initiative independently.
- Maintain confidentiality and exercise professionalism in ministry-related matters.
- Strong attention to detail in recordkeeping, attendance tracking, and compliance documentation.
- Proficiency with basic office technology (e.g. Microsoft Office), communication tools, presentation software, and digital platforms.
- Create a welcoming, energetic, and engaging environment for youth ministry participants.

### **QUALIFICATIONS**

- High school diploma or equivalent required; additional education in ministry, theology, education, communications, or related fields preferred.
- Experience working with youth (middle and high school), young adults, or within a church or educational environment preferred.
- Comfortable speaking in front of groups, leading presentations, facilitating discussions, and engaging students, volunteers, and families in both small and large group settings.
- Passion for youth ministry and helping young people grow in their faith and relationship with Christ.
- Experience with event coordination, administrative support, communications, or volunteer leadership preferred.
- Ability to successfully complete a criminal background check and all required Diocesan Safe Environment training.
- Must be able to perform the physical requirements of the position, including moving through parish facilities, lifting materials up to 25 pounds, and supporting event set-up and activities.
- Availability to work flexible hours, including weekdays, evenings, and weekends, based on ministry programming and parish events.

**DISCLAIMER** The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**GENERAL SIGN OFF**

I have received a copy of this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_