

CHURCH OF ST. PATRICK OF EDINA

POSITION DESCRIPTION

Title:	High School Compass Coordinator
Reports To:	Business Administrator/Pastor
Provides Work Direction To:	Volunteers
Hours:	Part-Time, 5-10 hours per week
Schedule:	Wednesday based on church needs. Evening
Benefits eligible:	Yes

Position Purpose: Plan and implement Youth Group programs for the parish youth in High School while facilitating a culture that will help grow the parish in active participating members. Engage the youth in a relational style of ministry and provide activities for meeting them on their own level.

Representative Responsibilities

Note: The following are essential functions

- Coordinate preparation for, provide work direction to and supervise all volunteers working in the areas of High School students.
- Implement the High School Compass faith and fellowship program Wednesday evenings by supporting leadership meetings, training, and follow-up evaluations.
- Provide faith formation and fellowship opportunities for young adults.
- Provide for small formal and informal group dialogue along with ongoing opportunities for social interaction as well as arranging for occasional guest speakers on appropriate topics relating to High School students.
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- Support the general good of St. Patrick and assist other Parish programs when appropriate.

To be present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner,

providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

Create an atmosphere of congeniality, organization, professionalism, confidentiality and respect in the parish offices with special regard to appreciation for volunteers. Aspire toward teamwork with other employees by supporting and maintaining a calm and friendly environment.

Collaborate with staff and administration tracking volunteers working within the High School Faith Formation program ensuring volunteer compliance with the Archdiocesan guidelines including the requirement for volunteers to receive VIRTUS training, background check and signing a Code of Conduct. Assist with risk management training for all High School Faith Formation volunteers.

Help create a productive environment where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

Maintain appropriate levels of confidentiality of all work areas.

Other responsibilities include: Other responsibilities will be included as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative of the job and are not inclusive.