**Job Description: EDGE Youth Minister**

**Part Time (20 hours a week)**

**EDGE**

* Coordinate, plan and implement weekly EDGE Nights (Mondays from 6:30pm-8pm) scheduled September through May in conformity with set diocesan standards.
* In cooperation with the Director of Youth Ministry and core team members, coordinate, plan and implement two day retreats a year for Middle School aged youth.
* Recruit dedicated, faith-filled adults and High School aged teens of good moral character to minister on the EDGE Core Team.
* Train, assign, monitor, nurture and evaluate all Core Team members, as well as define their responsibilities.
* Collaborate with the Director of Youth Ministry to provide enrichment opportunities for Core members such as an annual retreat.
* Following parish protocols with working with youth, have set times for listening and counseling, and be available for emergency and crisis counseling and/or referral for youth and parents as the need arises.
* Encourage and foster parental involvement and support in the various youth ministry programs through frequent communication through mail, email, website, etc.
* At least once a semester, when and where possible, attend a function and/or functions (lunch periods, sporting events, concerts, etc.) at the local Middle Schools to make personal contact with teens and to personally invite them to attend the Life Teen Mass and/or EDGE Nights, etc. Invite and encourage Core Team members to attend as well.
* Youth Minister shall interact and cooperate with the diocesan director of youth ministry and other youth ministers from the various parishes.

**Knowledge, Skills and Abilities**

* Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
* Knowledge of modern business communication, including email and web communication, form letters, and reports.
* Ability to establish priorities, work independently, and proceed with objectives without supervision.
* Ability to communicate, train, and empower volunteers.
* Ability to handle and resolve recurring problems.

**Part time position**

No more than 999 hours in total

Hours vary:

* + Approximately 20 hours per week,
  + As needed for EDGE retreats, and for other service/social events (may need to put in more hours around Retreat times), and other evenings.
  + As needed for Registration Weekend in August