

# Coordinator of Middle School Youth Formation

## St. John Vianney Catholic Church

625 Nottingham Oaks Trail  
Houston, TX 77079

### **Summary:**

Primary duties are to coordinate a comprehensive Youth Program that includes: Continuing Christian Education

(6<sup>th</sup> – 8<sup>th</sup> Grade) and MS Youth Ministry (activities, special events, retreats, etc.).

- Recruitment and retention of qualified volunteers needed for the operation of this area of responsibility. Instructs and coordinates the volunteer's responsibilities and duties.
- Communicates pertinent information within areas of responsibility to all families involved; includes placing and answering phone calls, sending email, etc.
- Arranges along with and through the Youth Formation Director any training needed to qualify volunteers for their ministry or for their continuing education in that ministry.
- Works closely with the Youth Formation Office Administrator and Data & Records Analyst in overseeing collection and ensuring the accuracy of money and/or data/information received and recorded by the department in this specific area of responsibility.
- Produces classroom guidelines for 6th-8th grades for approval by Director of Youth Formation.
- Produces the schedules, guidelines, and procedures in this area of responsibility for discussion with and approval by the Director of Youth Formation.
- Arranges for all materials and supplies needed within areas of responsibility.
- On premises and available to staff and volunteers during all CCE and youth activities for which position is responsible.
- Plans and executes all MS youth activities and arranges, in consultation with the Youth Formation Director, all transportation, accommodations, etc. needed for MS youth activities, including materials and supplies, while staying within the "net" financial budget for that event.
- Assists the other Youth Formation Coordinators when necessary.
- Works collaboratively with the other Youth Formation Coordinators, Youth Formation office staff, and the Director to ensure a comprehensive process of the highest possible quality of Continuing Christian Education and spiritual formation for the children and youth of St. John Vianney in a safe, welcoming, caring, hospitable environment, while enabling their parents and guardians to successfully accept and perform their role as the primary teachers and role models of their children and youth.
- Any other duties requested by the Director of Youth Formation.

St. John Vianney Parish was established over fifty years ago and is located on twenty-two wooded and landscaped acres in West Houston. The parish community consist of five thousand families who regularly use the large church, chapel and nine support buildings occupying over 50,000 square ft.

### **Experience and Education**

Roman Catholic in good standing with the Catholic Church

Previous 3-5 years Youth Ministry experience preferred.

Interested candidates should send a resume to Carolina Sayago, Director of Youth Formation, [csayago@stjohnvianney.org](mailto:csayago@stjohnvianney.org).