

Director of Youth Ministry

St. Ambrose Catholic Church

4213 Mangum Rd.
Houston, TX 77092

St. Ambrose is seeking a full-time Director of Youth Ministry for our youth grades 6-12.

Responsibilities:

- Prepare students to receive the Sacrament of Confirmation and engage parents and sponsors in the process;
- Plan, organize, and attend all Confirmation, high school, and junior high retreats;
- Coordinate parish youth participation in annual Archdiocesan Youth Conference (AYC) and other conferences as appropriate;
- Recruit, train, support, and coordinate Core Teams of adult volunteers and post-Confirmation teens and mentors;
- Ensure that all adult volunteers are Safe Environment trained;
- Plan and assist with fund-raisers;
- Maintain registration and attendance records;
- Plan and monitor program budgets;
- Attend Archdiocesan meetings and training seminars related to the Youth Ministry;
- Work closely with Pastor and staff to ensure youth ministry is well integrated with other parish ministries;
- Maintain clear, open lines of communication with youth, parents, Pastor, and staff; and
- Other duties as determined in consultation with the Pastor.

Qualifications:

- Actively practicing Catholic in good standing with the Church with knowledge of Catholic Liturgy;
- Bachelor's Degree— preferably in Theology, Catechetics, or related field;
- Previous experience volunteering or working with youth ministry or teaching catechism classes;
- Safe Environment certified or will be certified prior to start of job; and
- Working knowledge of Google suite of products and Instagram.

Work Schedule:

- Classes are held on Sunday afternoons and evenings.
- Other workday hours will be determined as directed by the Pastor.
- Our Youth Mass is at 4:00 p.m. on Sundays.
- Director will be expected to be present and attend retreats, days of reflection, service opportunities, and other special events.

Applying:

- Please submit your resume by email to Jessica Gunter, current Youth Director, at: jgunter@stambrosehouston.org
- All applicants will hear back from us within a week.