

OUR LADY OF THE LAKE CATHOLIC CHURCH POSITION ANNOUNCEMENT

Assistant Youth Director

Our Lady of the Lake Catholic Church, a growing parish of 2,500+ families is located at 1729 Stop 30 Rd. in Hendersonville. The parish is seeking an Assistant Youth Director. Working hours are Mondays from 4:00pm to 9:00pm, Wednesdays from 4:00pm to 9:00pm, Sundays 4pm-8pm, and weekends as needed depending on youth activities. Some weekend flexibility is needed for occasional activities. Work schedule is published in advance for planning purposes. Position reports to the Youth Director.

Primary functions of this position are to: serve with the Youth Director as a point of contact for youth activities within the parish; help with and participate in all youth activities within the parish to include mission trips and youth conferences; gather data regarding beliefs, interests, needs, and attitudes of middle and high school youth; ensure that youth programs are publicized within the parish and if appropriate, within the community; and identify, recruit, and cultivate volunteer youth leaders in the parish.

Education/Experience:

- Bachelor's Degree in a related field
- Minimum of one year of experience in ministry, preferably with youth

Other Skills/Requirements:

- Proficiency in the use of computers including internet, email, and MS Office products such as Excel and Word.
- Active member of a Roman Catholic faith community
- Desire to communicate the faith
- Ability to work with young people
- Excellent interpersonal skills for collaborating with pastor, parish staff, volunteers, and parents
- Organizational skills for managing details related to all aspects of youth ministry.
- Willingness to submit to and satisfactorily complete a criminal background screening and complete diocesan Safe Environment training.

Please e-mail cover letter (detailing how candidate meets minimum requirements) with resume to: pattideffendall@comcast.net. Competitive pay depending on experience.

POSTING DATE: May 18, 2017

DATE AVAILABLE: Immediately