



ST. JOSEPH THE WORKER CATHOLIC PARISH, KANGEMI

P.O. BOX 23408 - 00625

NAIROBI, KENYA

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15/2/2020

JOB ADVERTISEMENT

St. Joseph the Worker Catholic Parish, Kangemi, in the Archdiocese of Nairobi, wishes to recruit a suitable candidate to work with the youth of the parish.

JOB TITLE: Youth Coordinator

JOB DESCRIPTION

Under the supervision of the Father in Charge, the Youth Coordinator will have the responsibility of coordinating youth programs for the two Churches comprising the parish, namely St. Joseph the Worker Church and Christ the King Church. The coordination will focus on the youth from the secondary-school age to age-35, under the designated age-specific groups existing in the parish. Notably, the Youth Coordinator will work with the Missionary Youth Movement (MYM), Youth Serving Christ (YSC) who are of college age, and Young Catholic Adults (YCA) who are of post-college age.

The Youth Coordinator will plan for youth activities throughout the year, primarily to promote the spiritual welfare of the youth, enhance their physical, moral, spiritual, social and psychological growth, and facilitate appropriate opportunities for worship, community building, social action, learning, leadership development, economic empowerment and involvement in the life of the Church, primarily at parish level, but also, whenever applicable, at deanery, archdiocesan and national levels.

The Youth Coordinator will be expected to establish workable strategies that will create an atmosphere within a senior age-group that will make members of a group immediately junior to it feel comfortable to transit when they are of age. The Youth Coordinator will work in collaboration with the Father in Charge to oversee the implementation of such transition at an appropriate time of the year. Even though the Youth Coordinator will not directly oversee the activities of Pontifical Missionary Childhood (PMC), he/she will need to work closely with the coordinators/animators of PMC as a way of creating familiarity, and hence a conducive atmosphere for the transition of PMC to MYM when children are of age.

The Youth Coordinator will be expected to devise strategies for helping the youth within the defined age-brackets and those active in the mentioned age-specific groups to feel part of the Small Christian Communities and play an active role in the life of the latter. Therefore, the Youth Coordinator will be expected to work closely with the Small Christian Communities.

On top of what has been said, the Youth Coordinator will work in collaboration with St. Joseph Development Programmes (SJDP), the integral-development arm of the parish, to identify possible youth development proposals for funding youth activities. In the end, however, only SJDP will have the prerogative to contact, and eventually write and submit identified proposals to, prospective donors.

Meanwhile, the Youth Coordinator will also collaborate with the Pastoral Office, which oversees all pastoral activities in the parish (youth activities not exempt), to spearhead the implementation and monitoring of all youth activities, under the supervision of the Father in Charge.

Considerable organizational and interpersonal skills will be crucial for the applicant in order to work collaboratively with, and adapt to, the various age-groups comprising the youth, as well as with patrons, matrons, parents, Parish Pastoral Office, Parish Pastoral Council (PPC) and the Father in Charge.



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PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Plan and coordinate programs and activities with and/or for MYM, YSC and YCA.
2. Establish an atmosphere to retain appropriate volunteer youth animators and, in collaboration with the Father in Charge, recruit new ones (where necessary) to oversee the activities of the target groups.
3. Coordinate and participate in planning group meetings with, and provide appropriate training to, the volunteer youth animators mentioned above.
4. Coordinate the participation of the target groups in deanery and archdiocesan activities.
5. Apart from coordinating MYM activities in general, pay special attention to programs of this group during school holidays when majority of its members are available in the parish.
6. In collaboration with the Father in Charge, establish strategies, programs and systems that will
 - maximize the participation of the youth into sacramental life including receiving the expected sacraments, and
 - promote the process of discerning vocations in the Church.
7. Coordinate youth-friendly channels of communication (e.g. social media), and provide guidelines, guidance and monitoring, as well as assurance for ethical and disciplined use of such channels, hence avert their misuse, abuse or overuse.
8. Work with patrons, matrons, parents, Parish Pastoral Office, PPC, the Father in Charge and relevant Church committees to coordinate youth involvement in the life of the Church and adherence to the calendar of the Parish.
9. Develop capacity building programs for group leaders.
10. Develop appropriate age-specific programs and trainings for youth of various groups in areas such as sports and games, self-awareness, substance abuse, capacity building, entrepreneurship, saving skills, conflict resolution, family life etc.
11. Ensure the realization of the objectives of youth programs in reference to the 2020-2024 Strategic Plan of the parish.
12. Perform any other responsibilities and duties that may seem relevant to the employer.

WORK SCHEDULE:

The task will engage an average of 8 hours per day and 48 hours in a week within 6 days in a week. Saturday and Sunday hours will be required, except occasionally when they may be open for time off.

BASIC REQUIREMENTS

1. Aged 30 – 41 years.
2. Baptized and confirmed Catholic, living a Sacramental life (proven, at a minimum, by Baptismal Card).
3. Proof of active involvement in the life of the Church or life of faith for the past 5 years.
4. Unquestionable character.
5. Ability to work with minimum supervision, adhere to deadlines and meet targets as desired.
6. Team player.
7. Experience of working with the youth and/or children in a recognized institution.
8. Maturity, emotional control and ability to oscillate, in his/her dealings, from the youngest of the target groups (MYM) through the middle group (YSC) to the oldest (YCA), bearing in mind that all the three are very different in age, levels of maturity, temperaments and needs.



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9. Ability to communicate fluently and effectively in both Kiswahili and English.
10. Proof of sufficient familiarity with Child Protection and Safeguarding principles.
11. Passion to work with youth and teens.

QUALIFICATION

1. Certificate, Diploma or Degree in youth-related studies such as Child and Youth Studies, Youth Ministry, or their equivalent.
2. Computer literacy.

ADDED ADVANTAGES WILL INCLUDE ANY OR MORE OF THE FOLLOWING

- Experience in similar or related position.
- Considerable experience in church environment and involvement in Church activities.
- Catechetical skills.
- Guidance and Counselling skills.
- First-Aid Skills.
- Theological training.
- Married.

Applications, indicating the applicant's salary expectation, must be accompanied by copies of certificates, a comprehensive CV showing current position, email and telephone contacts, and a recommendation letter from the Parish Priest/Father in Charge of the parish where the applicant worships at present, as well as a recommendation of the applicant's most recent employer, where applicable. The deadline for submission (at the address below) is at or before 4 pm, on Tuesday 10/3/2020.

Only shortlisted candidates will be contacted for interviews, and will need to bring (for the interview) original certificates and relevant documents.

Father in Charge

St. Joseph the Worker Catholic Parish – Kangemi

P.O. Box 23408 – 00625, Nairobi

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