



St. John Paul II Parish Family

Job Description

I. IDENTIFYING INFORMATION

Position Title: YOUTH & FAMILY FORMATION INTERN
Status: Part time, non-exempt, up to 20 hours per week
Reports to: Associate Director of Youth & Family Formation
Start date: Aug 1, 2024
Location: Miamisburg ◦ Springboro ◦ Dayton
Eligibility: Current undergraduate/graduate students
Duration: Semester
Compensation: Unpaid or Paid

II. PRIMARY FUNCTION OF THIS POSITION

The St. John Paul II parish family offers a fall and winter semester internship designed for college students pursuing a degree in theology, religious education or a related field who are seeking to gain experience working in a Catholic parish setting. This is a part-time position under the supervision of the Associate Director of Youth & Family Formation.

As an intern in our parish family, you will have the opportunity to work alongside an experienced team of passionate evangelists living out God's call. You will serve within the Faith Formation team, but especially within the area of youth formation (grades 7-12). You will be responsible for assisting with weekly high school and middle school sessions, social and service activities, and Catholic conferences and retreats.

The ideal candidate will demonstrate a love of God, a well founded understanding of Church teaching, and an engaging personal witness to Jesus Christ. Being available, punctual, teachable and COMMITTED are essential. Prior parish experience is a plus.

This internship is an excellent opportunity for those aspiring to parish ministry to gain valuable experience in a vibrant and growing community. If you are passionate about forming intentional disciples in the Catholic Church, our parish family may be the perfect place.

III. POSITION SPECIFICATIONS/REQUIREMENTS

1. Active Catholic parishioner in good standing with a consistent prayer life, regular reception of the sacraments, and frequent speaking of their relationship with Jesus
2. Spiritually mature missionary disciple who actively discerns the movement of the Holy Spirit leading their apostolate efforts as well as their personal life
3. At ease praying in front of and with others (in both small and large groups), leading and participating in spontaneous prayer and worship
4. Strong verbal and written communication skills and the ability to relate to different types of personalities

5. Adept at organizing detailed activities and prioritizing time effectively towards the completion of outlined tasks
6. Available to work outside standard business hours, including nights and weekends, at all three parish campuses and at off-site locations for area events

IV. ACKNOWLEDGEMENT

The St. John Paul II Family of Parishes staff is composed of and continues to seek individuals who are team players, reliable communicators, passionately Catholic, striving for holiness, and aligned with the Magisterium and norms of the Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

A valid driver's license is required. Before starting the position, the Youth Intern must be fingerprinted, complete a background check, and be enrolled and/or current with the Archdiocese of Cincinnati SafeParish child protection training.

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____