



JOB DESCRIPTION

I. IDENTIFYING INFORMATION

POSITION TITLE:	DIRECTOR OF IGNITE INTERNSHIP
DEPARTMENT:	YOUTH MINISTRY
STATUS:	FULL TIME, 12 MONTHS, SALARIED
REPORTS TO:	DIRECTOR OF YOUTH MINISTRY

II. PRIMARY FUNCTION OF THIS POSITION

Director of Youth Ministry Ignite Internship is responsible for assisting the Director of Youth Ministry with the developing, recruiting, mentoring, coaching, and supporting the Ignite Interns. The Director of Youth Ministry Ignite Internship also collaborates with the youth ministry team planning, preparing and directing retreat programs.

III. POSITION CONTENT

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Develop, implement, and evaluate the Ignite Internship program together with the Director of Youth Ministry
2. Recruit, train, and mentor Ignite Interns for youth retreat ministry
3. Coordinate with the Director of Youth Ministry to develop the Ignite Internship Budget
4. Provide pastoral support and professional development for interns, including check-ins and evaluation.
5. Coordinate and supervise community life for the interns in residence at the Rock House
6. Inform and coordinate with the Executive Director and Director of Maintenance on all Rock House maintenance and repairs
7. Lead collaboratively with the Youth Ministry Team in planning, writing, and facilitating high quality retreats in alignment with the Core Values of the Jesuit Spiritual Center.
8. Represent the Jesuit Spiritual Center in its ministry to Catholic schools, colleges, universities, parishes, and other partners.
9. Participate and contribute to various JSC functions, including staff and ministry meetings

POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE AND/OR ABILITIES

1. A practicing Catholic; familiarity and identification with the language and values of the Catholic Church
2. Knowledge and understanding of Catholic Youth Ministry as outlined in *Renewing the Vision: A Framework for Catholic Youth Ministry*
3. An understanding of Ignatian Spirituality and the Society of Jesus
4. Ability to welcome and work with diverse groups and individuals (race, socioeconomic, religion, etc.)
5. Works collaboratively with others in a team approach to ministry
6. Possesses organizational and time management skills
7. Is self-motivated, flexible, and adaptable in a variety of work situations.
8. Has effective pastoral and public speaking skills
9. Understands and is proficient in teaching with youth and adult pedagogy
10. Understands non-profit and “zero-balanced” budgeting methods and procedures

PREFERRED EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Bachelor’s Degree
2. Archdiocese of Cincinnati SafeParish Certification
3. Knowledge and ability to use various software, including Office 365 and Adobe CC
4. Personal and professional experience in retreat ministry
5. Musical ability (instrumental or voice)

V. WORKING ENVIRONMENT/PHYSICAL WORK DEMANDS

1. Standing or sitting for long periods of time
2. Physical lifting
3. Confidentiality
4. Flexible working hours, including evenings and weekends
5. Some travel included (off-site retreats; conferences, etc.)