

Catholic Diocese of Saginaw

Job Description

TITLE:	Coordinator of Campus Ministry	Date: September 2025
SUPERVISOR:	Diocesan Coordinator of Youth & Young Adult Ministry	
STATUS:	Part-Time 2, Hourly, Non-Exempt <i>(Based on 19 hours per week)</i>	

GENERAL DESCRIPTION

The Coordinator of Campus Ministry reports to the Diocesan Coordinator of Youth and Young Adult Ministry. The Coordinator of Campus Ministry accompanies college students and similar aged young adults at Saginaw Valley State University and potentially Delta College through increasing stages of faith and discipleship. This position works in tandem with John Paul II Ministries E-board, supporting the student leadership.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Implement and annually evaluate a comprehensive approach to evangelization for college students and young adults.
- Lead and coordinate outreach on campus through tabling, being present and visible at some major campus events, setting up evangelistic meetings with students (Catholic and non-Catholic), some formation and social events, and supporting growth of evangelistic bible studies.
- Help coordinate Sunday evening liturgies in support of priest/clergy.
- Spiritually mentor students to grow into leaders, recruiting many as evangelistic bible study leaders.
- Over time, expand bible studies led by student mentors.
- Collaborate with student leaders of John Paul II Ministries E-board. Together plan and promote an annual calendar of programming and formational opportunities and assist if needed in the marketing and advertising of programs and events.
- As able, build relationships with other student groups on campus and school staff. Receive mentorship and training from Diocesan Coordinator of Youth and Young Adult Ministry.
- Ability to discern and maintain confidential information.
- Additional responsibilities as assigned by Diocesan Coordinator of Youth and Young Adult Ministry.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to Diocesan Coordinator of Youth and Young Adult Ministry.
- Must stay connected with other college ministries, as well as utilizing opportunities offered by the Diocese for networking, community, and training .

QUALIFICATIONS & SKILLS

Education: Prefer some formal education in Theology or a related degree or certification. Extensive experience in college, young adult, or youth ministry will suffice.

Experience: Must have experience mentoring and accompanying youth and/or young adults at different stages of faith and discipleship journey.

Job Related Skills: Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus. Must have a broad understanding of and ability to

articulate church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology. Must have knowledge and understanding of the new evangelization, including methodology and best practices that have the goal of intentional discipleship.

Interpersonal Skills: Must be able to lead and participate in prayer with others, both rote and spontaneous prayers. Must be able to communicate effectively with a wide variety of people using the spoken word, both personally and in large group settings. Must possess the ability to work with others in a collaborative team environment. Must possess the ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with the pastor, diocesan leadership, parishioners, staff, and other employees of the parish.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is evenings, and often weekends, and some work during normal business hours.
- Nature of Work: Work environment is primarily on campus, at churches, or other meetings off campus.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift, up to 15 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____ Date: _____

Supervisor: _____ Date: _____