



DIOCESE OF EVANSVILLE
SAFE ENVIRONMENT

YOUTH PROTECTION COORDINATOR ROLE DESCRIPTION

Overview: Every parish/school will have an active and ongoing Youth Protection Coordinator (YPC) to create and monitor the parish/school in order to ensure a safe environment for every child and adult. The YPC directly contributes to the success of diocesan policies, procedures and annual audits set forth by the United States Conference of Catholic Bishops

Accountable to: Pastor/Pastoral Life Coordinator, School Principal

Works Closely with: Diocesan Safe Environment Coordinator, Diocesan Human Resources Director, Catholic Schools Office, Site Employees, Site Volunteers

Role Description: The Youth Protection Coordinator (YPC) is responsible for implementing the policies and procedures of the Evansville Diocesan Youth Protection Framework as decreed by Bishop Joseph Siegel.

Specific Responsibilities:

- Know and understand the Framework for Youth Protection.
- Review the Protection for Children and Young People
- Maintain communication with parish leadership and the Safe Environment Coordinator at the Diocese
- Monitor clergy, employees and volunteers at your location in CMG Connect regarding annual safe environment training and criminal background checks (every 5 years).
- Assist persons at your location to remain current in CMG Connect
- Know where to find policies, forms and other related materials

Qualifications:

- Ability to communicate and work well with others
- Ability to present material to individuals or groups
- Ability to attend to detail, follow up on tasks, and meet deadlines
- Ability to maintain a high level of confidentiality with sensitive information
- Be confident and able to take initiative

I have read and understand the expectations of this role

PRINT NAME: _____

SIGNATURE: _____

LOCATION: _____

DATE: _____

PLEASE SEND THIS DOCUMENT TO THE SAFE ENVIRONMENT COORDINATOR AT EGIRTEN@EVDIO.ORG AND SCHEDULE AN ORIENTATION MEETING.