

# **First Unitarian Universalist Society in Newton Youth Programs Coordinator Job Posting**

**Reports to:** Director of Lifespan Religious Education

**Status:** Part-time at 15 hours/week for 10 months/year

**Availability Requirements-** Sundays, monthly committee meetings, minimum one office day per week, and occasional weekend overnights

## ***Job Summary***

The Youth Programs Coordinator supports, creates, and encourages meaningful opportunities for middle and high school youth to engage in community building, worship, leadership, social justice, and spiritual development in a fun and safe environment. This person works closely with youth, adult advisors, and committee members to coordinate programs to encourage involvement throughout the life of the congregation. Applicants representing a wide range of sociocultural identities and backgrounds are encouraged and welcomed.

## ***Position Responsibilities***

- Work with youth, Director of Lifespan Religious Education (DLRE), and volunteer adult advisors to organize and support weekly youth group meetings and additional youth activities throughout the year.
- Oversee adult advisors and schedule chaperones for youth events.
- Attend staff meetings, supervision meetings with the DLRE, RE Council meetings, and facilitate periodic Youth Circle meetings.
- Schedule & support child care provided by youth for congregational events.
- Communicate regularly and clearly with the youth, parents/guardians, and the congregation about youth activities and events.
- Identify & support youth in planning and organizing events throughout the year.
- Be involved with UUBAYS - Unitarian Universalist Boston Area Youth Staff group, a group that meets monthly for professional development and collaboration.
- Chaperone occasional youth weekend events and overnights.
- Develop programming for junior youth (one community building event per month).
- In collaboration with DLRE, plan monthly 8th grade Coming of Age (COA) leadership development programming.

## ***Qualifications***

- Must be 25 years old or older
- Experience in coordinating and supporting volunteers and facilitating meetings
- B.A. or B.S. college degree or equivalent experience in a youth-related field
- Familiarity with Unitarian Universalist principles, values, and culture
- Comfort with or a willingness to learn Google products, email, and social networking

## ***Core Competencies***

Confidence & Sensitivity: high comfort level interacting and communicating with teens and young adults; leads youth skillfully through difficulties and challenges, including conflict, safety, and diversity/inclusion issues; nurtures youth leadership and youth/adult partnership.

Volunteer Management: provides direction, gains commitment, deploys volunteers efficiently and creatively; engages people in their areas of giftedness and passion.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; stays flexible; takes reasonable risks and learns from mistakes.

Initiative: High level of self-motivation; enjoys working hard; is action oriented and energetic about worthwhile activities.

Communication and Organizational Skills: strong interpersonal skills; strong written and verbal communication skills; keeps track of tasks.

## ***Salary***

- Commensurate with experience and credentials. FUUSN is a fair compensation congregation and will pay within the UUA recommended salary range for a mid-size congregation in geographic area 5.

## ***How to Apply***

- Send letter of interest and resume via email to: [YPCsearch@fuusn.org](mailto:YPCsearch@fuusn.org)
- Application deadline is May 1, 2019