

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
- Application deadline is April 15, 2019