

## **Youth Program Coordinator – Job Description**

**Reports to:** Senior Minister

The Unitarian Church in Westport is looking for a new position Youth Program Coordinator beginning August 2017

**Position Description:** to lead the program providing 6<sup>th</sup> through 12 graders with activities to deepen youth's understanding of the varied world in which they live and allow them to act upon values of love and service through social justice opportunities in the greater community. The program also teaches youth how to engage with and learn about UUism. The program and activities seek to broaden their knowledge of humanity and embolden their spiritual search and includes discussing the "BIG" questions and issues of concern to us.

This position is part of a team involved in lifespan faith development for the TUCW congregation. The position is hourly part-time at 20-24 hours per week and does qualify for medical insurance and other benefits. The position requires a commitment to working on Sundays 8AM-2PM in addition to the weekday preparatory work.

### **Job Requirements:**

- Associates degree minimum, bachelors preferred in an area related to education
- 5 years work experience as a teacher, camp counselor or similar work with 13-18 year olds.
- strong communications skills and ability to deal with various constituents including parents and how to use different channels to get messages across
- demonstrated ability to plan and prioritize to manage projects successfully from start to finish.
- familiar with modern technology and databases
- experience managing volunteers and small teams
- flexible and able to respond to a changing situation
- feel comfortable with a wide range of faiths including Indigenous Religions, Hinduism, Judaism, Taoism, Buddhism, Islam, Evangelical Christianity, Quakers etc

### **Duties and Responsibilities:**

- recruit, schedule and manage volunteers for 6-8<sup>th</sup> grade and Youth group (9<sup>th</sup> -12<sup>th</sup> grade).
- assists the age groups in planning and carrying out activities throughout the year with the support of adult advisors. For 6-8<sup>th</sup> graders curricula including Our Whole Lives and Neighboring Faith and Coming of Age. For Youth Group/High School – social justice projects.
- Works with Sr Minister on other worship opportunities
- purchase and organize own supplies within set budget
- prepares materials and space in the Meeting House for Sunday activities
- with parents: gathers registration, answers questions/concerns, gathers feedback/performs surveys.
- updates Realm and keeps all attendance and permission forms up-to-date
- communication: provides blurbs for eSoundings, postings for website, posters for bulletin boards etc

- provide input, ideas and feedback to team meeting for ways to encourage participation in their programming
- interfaces with the related religious education council/volunteers
- acts on plans from team meeting for longer-term events - potlucks, parent sessions, volunteer teacher trainings, fire drills, etc

Additional (see also staff covenant)

- Works collegially with other UU staff, committee members, adult and child congregants, and volunteers to ensure a positive work atmosphere, helping out the staff team in various ways when an extraordinary situation arises.
- Plans own time in order to accomplish work in a timely fashion, and reports hours worked/allocation of time accurately and on time to UU Westport.
- Keeps confidential private information related to a congregant or colleague.
- Attends meetings as required.
- Maintains own files, both electronic and paper, in a manner allowing supervisor and selected other staff to be able to find items.
- Maintains personal level of computer skills so as to be able to perform job.
- The TUCW Employee Policies Handbook contains other relevant job related information and confidentiality requirements.

If you are interested in this position please send a cover email and resume to the Senior Minister, Rev. Dr. John Morehouse at [revjohn@uuwestport.org](mailto:revjohn@uuwestport.org) No phone calls please.