

Updated: May 13, 2022
Title: Summer Institute Youth Coordinator
Staff Group: Congregational Life, Central East Region
Reports To: Congregational Life Field Staff
Location: Open within the Central East Region
Grade: 7, part time without benefits
Hours/Week: 6-10 hours per month from August to June, and 50-70 hours over the course of the eight days of the Summer Institute

Purpose

To coordinate a strong, safe, and fun Summer Institute Youth Program (SI) in collaboration with the Summer Institute Youth Panel (SIYP).

Principal Responsibilities

During the year:

1. Attends monthly SIYP meetings by Zoom and/or in person once a month as well as additional meetings as needed.
2. Monitors the safety of youth at all meetings and program events including facilitating the safety portion of the Leadership Training prior to Summer Institute.
3. In collaboration with Central East Region (CER) staff, oversees the background/reference check process for SI youth leadership.
4. Onboards, mentors, and collaborates with adult and youth SIYP volunteers.
5. Monitors and communicates via current technological platforms.
6. Meets at least monthly with supervisor.
7. Reviews policies and procedures document annually and brings suggested changes to SIYP.
8. After SI, participates in debrief process with CER staff and with SIYP.
9. Performs other duties as requested by supervisor, the Regional Lead, the Director of Congregational Life, the Executive Vice President, or the President.

During Summer Institute:

10. Resides in the designated youth program dorm.
11. Attends all relevant meetings: SIYP, Chaplain Team, CER Staff, etc.
12. Monitors all elements of the youth program including touch groups, morning programming, youth dorm, volunteers, late night spaces, joint youth and young adult programs, safety, conflict resolution, and communications.
13. Leads adult with youth leaders in any community and/or individual conflicts, covenant concerns, and/or rule violations.
14. Talks to parents who have questions or concerns.
15. Communicates with the Youth Theme speaker.
16. Keeps onsite CER staff current on the state of the program.
17. Reports major incidents to supervisor and CERSI Lead Staff.
18. Performs other duties as requested by supervisor, the Regional Lead, the Director of Congregational Life, the Executive Vice President, or the President.

Qualifications

This is a Grade 7 position (pay rate of \$16.00 per hour). Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Experience working with Unitarian Universalist youth particularly in youth con and summer camp environments.
- Strong communication skills including via e-mail, Zoom/Skype, and online texting platforms with youth and adults.
- Proficiency in Microsoft Office applications (especially Outlook and Word).
- Ability to speak with youth in ways that recognize their agency, ability, and wisdom.
- Knowledge of safety rules and expectations for UUA youth programs.
- Due to current safety guidelines, applicants must be 25 years of age or older.
- Work or lived experience with communities of color or Indigenous peoples is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

How to Apply

People with disabilities, people of color, Indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating “Summer Institute Youth Coordinator” in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston’s seaport Fort Point Innovation District with staff based throughout the United States. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

About the Congregational Life Staff Group

The Congregational Life staff group is made up of our UUA’s field staff consultant teams divided into five collaborative regional teams (<https://www.uua.org/regions>).

About the Central East Region

The Central East Region (CER) includes nearly 200 congregations and communities in Connecticut, the District of Columbia, Delaware, Maryland, New Jersey, New York, Ohio, Pennsylvania, Virginia, and West Virginia. We have a staff team of 12 managed by Lead Rev. Megan Foley. For more information, visit <https://www.uua.org/central-east>.

Support for the Mission and Values of the Association

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA’s values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA’s work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.