

First Unitarian Universalist Society of Burlington, Vermont
Position Description

Position Title: Youth Ministry Coordinator **Effective:** 5/15/2018
Reports to: Developmental Director for Family Ministry
Directly Supervises: n/a
Status: Part-time, hourly
FLSA: Non-exempt

Normal working hours: 18 hours average per week
44 weeks per year, Mid-August through Mid-June
Youth Ministry Coordinator must be available when Youth Group meets, including some weekday evenings as well as Sunday mornings and evenings (specific schedule subject to change annually based on youth input and youth ministry goals)
Periodic weekend times, including Friday and/or Saturday overnights

Hourly Rate: \$18.00

Position Summary:

The Youth Ministry Coordinator directly supports and builds programs and ministries to specifically serve youth, while fostering channels for youth to engage across areas of congregational life. The position primarily includes leadership for our high school Youth Group, but also includes various outreach efforts so as to broaden and deepen our youth ministry.

Essential Functions

- Manages the structure and content of Youth Group meetings, and participates in them regularly; upholds a friendly, inclusive, safe atmosphere; makes time for socializing and fun, conducting business, and for sacred space and deeper sharing.
- Plans and oversees youth group activities of all sizes and scopes, including, but not limited to:
 - fundraisers such as pancake breakfasts
 - youth worship services and other worship participation
 - scheduling, planning and organization of annual service trip
 - local community service and social action opportunities
 - other programs which foster spiritual growth, faith development, and religious education
- Coordinates and supports the team of volunteer youth advisors, including managing the advisor schedule, and communicating about upcoming needs, plans, and processing group dynamics. Ensures regular check-ins with advisor team.
- Recruits adults to serve as youth advisors , parent-helpers , and chaperones for trips and overnights

- Communicates with youth and parents via regular, targeted means; as well as with the wider congregation about youth ministry happenings
- Liaises with middle school, Coming of Age, and Campus Ministry program leaders; coordinates activities with these as appropriate. As scope of hours permits, leading some middle school (or middle and high school-combined) activities may be expected.
- Fosters opportunities for youth to engage in congregational life beyond Youth Group, including examples such as: joining the choir or otherwise providing music in worship, participating in social justice events, religious education teaching, committee membership, and roles in congregational worship, including intentional multi-generational programs and events.
- Invites and welcomes formerly active and new/visiting youth into activities; follows up individually after newcomers visit
- Respects, upholds and ensures compliance with First UU's Safe Congregation Policies and other pertinent Society rules and policies

Other Responsibilities

- Meets regularly with the Developmental Director for Family Ministry and the Youth Advisors to develop programming. Time-permitting, meets with Spiritual Growth and Learning Ministry Area
- Participates in trainings and workshops for professional growth, in consultation with the Developmental Director for Family Ministry

Minimum Qualifications:

- Bachelor's Degree preferred
- Familiarity with Unitarian Universalism strongly desired
- Experience with youth programs and/or an educational setting strongly desired
- Successful screening per First UU's Safe Congregation policies

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and functions in full support of the vision, mission, and values of the First UU Society, as well as the mission of the Youth Group and of the Youth Ministry Advisory Team.
- **Values and Philosophy:** Fosters an atmosphere which is guided by the principles and purposes of Unitarian Universalism. Work is grounded in the Unitarian Universalist denominational model known as the "Web of Youth Ministry," which includes: Spiritual Development, Beloved Community, Justice Making, Faith Exploration, Multigenerational Relationships, Covenantal Leadership, Identity Formation, and Pastoral Care
- **Interpersonal skills:** Establishes and maintains good working relationships with others who are relevant to the completion of work; is approachable; communicates directly even when it is difficult to do so; avoids triangulation

- Leadership Development: Senses the “growing edges” of leadership among youth and creates “scaffolding opportunities” to help them stretch, grow, and experiment with leadership roles appropriate to their developmental stage, passions, and skills.
- Informing Others: Actively works to understand and utilize various tools and systems of communication. Demonstrates sensitivity and thoughtfulness so as to match modes of communication to the audience and content involved. Provides information in a timely manner.
- Organization and Planning: Can keep track of detailed tasks, while not losing sight of the big picture. Is able to sequence tasks in a logical and thorough manner. Can anticipate challenges or needs and prepare accordingly. Values and demonstrates preparation and follow-through in all activities and projects.
- Teaching and Modeling: Designs or presents ideas and activities which challenge and inspire youth; models deep questioning and a curiosity about life’s meaning and humans’ place in it; does not purport to have definitive answers; rather, learns and explores alongside youth.
- Trust and Listening: Cultivates a presence of openness and trust; uses active listening skills; withholds judgment; maintains confidentiality as appropriate.
- Self-differentiation: Understands and maintains appropriate personal boundaries with others; demonstrates emotional maturity; can remain non-anxious even in the midst of turmoil; relates well with youth without overly relying upon them for affirmation; maintains a strong personal support system.