

Youth Coordinator

September 2021

Reports to: Coordinator of Religious Exploration and Engagement
Status: 10 hours per week, Part-Time
FLSA: Non-Exempt
Hourly Rate: \$19.57/hour
Start Date: Approximately October 5, 2021

To apply for the position, **please send a cover letter and resume outlining qualifications and experience to religious-exploration@uucuc.org**. Applications without a resume and cover letter will not be considered. All interviews will take place online.

GENERAL DESCRIPTION

The Youth Coordinator is responsible for leading the youth team and coordinating youth programming for middle and high school-aged youth participating in Religious Exploration and Engagement, including the Young Religious Unitarian Universalist (YRUU) program.

The Youth Coordinator works an average of 10 hours per week, including some nights and weekends, and will coordinate these hours with their supervisor.

ESSENTIAL FUNCTIONS

1. Recruit and lead a team of youth advisers who work in cooperation with youth leadership, Religious Exploration & Engagement staff, and the RE Council.
2. Develop effective communication strategies and utilize these to communicate to youth, parents, advisers and the congregation as a whole.
3. Network with regional groups including the MidAmerica region of the Unitarian Universalist Association and organize UUCUC YRUU participation in events.
4. Organize youth participation in social action and community initiatives.
5. Network to improve the connections between youth and the congregation, including children and adults.
6. Ensure that UUCUC's safe congregation policy is followed in all youth and YRUU events at the church, in the community and beyond.

MINIMUM QUALIFICATIONS

Good communication skills including strong listening skills. Proven ability to work well with youth and adults. Proven ability to effectively plan activities and coordinate leadership. Strong creative skills in design and implementation of youth programming. Self-reliance and ability to work independently. Passionate about working with youth and ensuring the safety of youth.

Must be 25 years old or older. Must be fully vaccinated for COVID-19 by start date.

JOB CONDITIONS

Currently our building is closed and all staff are working primarily from home except when it is necessary to enter the building. When the building re-opens partially or wholly, the Youth Coordinator will work predominantly in the youth spaces of the building with occasional work from home possible as discussed with their supervisor. Evening and weekend hours are often

required. This job is multifaceted and sometimes requires work under time pressure. However, the UUCUC staff culture emphasizes self-care and not over-working.

CORE COMPETENCIES

- **Mission Ownership:** Demonstrates understanding of the mission, vision, and values of UUCUC, and can communicate these understandings clearly.
- **Educational Skills:** Is able to design lessons and lead leadership training for youth and advisers.
- **Interpersonal Skills:** Demonstrates awareness of the particular stresses of parish ministry, including the need for multi-tasking, working under deadlines, and treating visitors and members with respect and courtesy. A friendly and professional approach to all, and an ability to maintain church rules and policies with an understanding of the importance of flexibility at times. Has a positive outlook and the ability to be self-motivated. Can work well as part of a staff team. Can accept constructive criticism and navigate conflict successfully; manifests a participatory style for achieving goals.
- **Communication Skills:** Excellent written and oral skills, ability to use computer programs relevant to the position as well as web-based training materials, ability to provide communications in a timely manner.
- **Leadership Skills:** Inspires trust and confidence from visitors, members, and lay leaders; brings new ideas from the larger community of administrators to UUCUC; is a good judge of character and provides opportunities for volunteers to grow and develop.
- **Management Skills:** Manages work time well without overworking; marshals resources (people, funding, materials) to get projects completed on time and successfully; keeps accurate records and a functional filing system.
- **Personal Self Awareness and Development:** Is aware of personal strengths and growing edges; demonstrates spiritual maturity and sensitivity to different learning and communication styles; practices personal stress reduction; actively seeks collegial connections.

MISCELLANEOUS

- 1) The person hired for this position will go through a background check since they will often engage persons under the age of 18.
- 2) The congregation strives to be a welcoming place for all people. Please periodically review the staff covenant and the mission/covenant statements of UUCUC. Each of these documents is found in the Employee Handbook.

The Board of Trustees establishes salary and benefits, with advice from the Personnel Committee. This position offers benefits (2 paid personal leave days, elective contributions to the UUA retirement program), a close-knit staff team, opportunities for creativity and development, and a friendly and nourishing work environment. UUCUC, as a progressive faith community, celebrates and encourages diversity in its congregation and staff. Our church is an equal opportunity employer.