

YOUTH MINISTRY COORDINATOR JOB DESCRIPTION
Unitarian Universalist Fellowship of Wayne County
3186 Burbank Road, Wooster, OH 44691
Size of congregation: 194 members, 150 friends, 83 children/youth

Title: Youth Ministry Coordinator

Reports to: Director of Religious Education

FLSA Status: Nonexempt

Hours and Schedule: 10 - 12 hours per week (including Sundays) for 44 weeks of the year. Present at Fellowship on three Sundays per month unless otherwise arranged.

Date created: 7/29/2019

POSITION PURPOSE

The Unitarian Universalist Fellowship of Wayne County (UUFWC) seeks to be welcoming and supportive of Unitarian Universalist youth (grades 7-12). In order to facilitate this relationship, the Youth Ministry Coordinator will develop and promote programming which encourages spiritual growth and social action engagement among UUFWC Youth.

CORE COMPETENCIES

- **Organization and Planning:** Organizes volunteers, materials, and support to accomplish multiple, concurrent goals and activities.
- **Vision and Purpose:** Commitment to and knowledge of Unitarian Universalist Principles and values. Articulates a compelling and inspired vision of the youth program in alignment with the mission of the congregation.
- **Trust and Integrity:** is widely trusted to keep confidences, admit errors, and adhere to a transparent set of personal and professional values that are congruent with UUFWC safety policies for children and adults.
- **Interpersonal Skills:** Approaches work with youth in an inclusive, fun, and engaging way. Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity.

ESSENTIAL FUNCTIONS

- **Program Development:** Develops Youth Community programming that encourages spiritual development, builds community, and promotes social action within the congregation and larger community.
- **Program Coordination:** Facilitate and/or coordinate volunteers for Youth Religious Education classes on Sunday mornings from September through May as well as gatherings outside of Sunday mornings (including but not limited too monthly Youth Community gatherings, an annual Lock-In, Cocoa House, and social action activities). With help from the Director of Religious Education, plan and implement Coming of Age and Our Whole Lives programs for youth.

Revised: 7/29/2019

- **Ensuring Safety:** Coordinate and ensure appropriate structure/adult supervision of all Youth Community activities.
- **Spiritual Growth/Worship:** Help youth participants to develop a better understanding of the seven Unitarian Universalist principles and their personal UU Identity as they grow into young adulthood and assist youth in leading one Sunday service per church year. Recognize graduating seniors annually and connect with campus UU ministries at their college destination to encourage continued connection to UU support and values.
- **Communication:** Communicate and publicize the Youth Community program and it's on goings in the newsletter and other means of communication. Connect UUFWC Youth to the broader UU Community by relaying information on Youth Cons and other regional programming.

QUALIFICATIONS

Skills/Knowledge/Physical Requirements:

- 21 years of age or older; Must not have previously participated in Youth Community with any current members
- Experience working with youth
- Knowledge of Unitarian Universalism
- Interpersonal skills (in person, by telephone, email, etc)
- Facilitation Skills
- Comfort with attending youth lock-ins/cons-ie.being awake late/long hours
- Ability to maintain confidentiality and understand healthy interpersonal boundaries
- Ability to work both independently and with a team
- Technological competence (Microsoft Word and PowerPoint)
- Ability to have a clear BCI fingerprint background check in compliance with the Child and Youth Protection Policy

Education:

- Bachelor's Degree preferred

EMPLOYMENT STATUS & COMPENSATION

- Rate of pay is 12.72 per hour at 10 - 12 hours per week (including Sundays) for 44 weeks of the year [generally time is taken off during summer months and one to two other weeks during the school year]
- Health Benefits are not compensated with this position, but are available through the UUA Health Plan
- Unless declined, a salary reduction of 1% pre-tax retirement contribution will be deducted from each paycheck. If desired, the amount of the salary reduction can be increased subject to IRS limits.

HOW TO APPLY

Application Deadline: August 15, 2019

Please send a resume with references to:

Chelsea Churpek

Director of Religious Education

3186 Burbank Road, Wooster, Ohio 44691

or electronically to: dre@uufwc.org