

**Seeking
Youth Program Coordinator**

First Parish of Needham, Unitarian Universalist is looking for a creative and committed individual to act as our part-time Youth Program Coordinator. This person works under the supervision of the Director of Lifespan Religious Exploration and is responsible for planning and implementing weekly meetings (most Sundays) of our senior and junior high school youth groups, as well as our annual service trip during the April or February school break, and other service-oriented opportunities. The successful candidate will have some experience working with youth and will bring an open mind and generous spirit to our program.

Interested parties should submit a cover letter and resume electronically to dre.uuneedham@gmail.com. Please note "Youth Program Coordinator" in the subject line. The position is open until filled with the successful candidate expected to begin work in mid-August 2017.

You can learn more about First Parish at www.uuneedham.org.

Position Description

Role: Under the direction of the Director of Lifespan Religious Exploration, the Youth Program Coordinator (YPC) develops and implements weekly programming for junior and high school youth groups and acts as advisor to First Parish youth (6th – 12th grades). He/she/they also plans and leads the yearly service trip and is responsible for assisting youth in fundraising efforts. The YPC also serves as the staff liaison to the Youth Adult Committee (YAC) and is a member of the parish staff team.

Hours/Compensation: The position is a 10-month appointment (September through June) and is salaried at 12hrs/week. The YPC is expected to program and facilitate 3 Senior Youth Group meetings and 2 Junior Youth Group meetings per month, generally scheduled for Sunday evenings.. In addition, the YPC is expected to have some presence on occasional Sunday mornings and to participate in the monthly all staff meeting. Other special expectations will be negotiated with the DLRE in advance. There will be one Sunday off per month.

The Youth Program Coordinator is also expected to plan, travel with, and participate in the annual, week-long service trip and to play a role in the annual Youth worship service. There is an additional stipend for this work.

Salary is competitive and there is potential for future growth.

Education/Experience: Minimum of Bachelor's Degree and 2-3 years experience working with adolescents and/or teens. Must be at least 25 years of age and be willing to submit to a CORI check.

Extra consideration will be given to those with graduate education in youth-related fields (ministry, education, social work, etc.) and/or experience in progressive congregations in a professional or lay capacity. A background/familiarity in Unitarian Universalism is preferred, but not required.

First Parish is committed to inclusivity and seeks a diverse community. We especially encourage applications from people with varied backgrounds including people of color, those with non-conforming gender and sexual identities, and others.

Necessary traits:

- Demonstrated ability to establish rapport with youth, adolescents and their parents;
- Creativity and flexibility in building age-appropriate programming;
- Relational, organizational, and communicative skills;
- Demonstrated leadership skills;
- Flexibility in adapting to changing circumstances;
- Proficiency in basic computer skills and social media;
- Strong communication style, ability to facilitate discussion;
- Strong sense of ethics and right relationships with youth;
- Commitment to diversity;
- Ease in relating to a wide variety of religious views; and
- Enthusiastic and cooperative spirit.

Accountability: Accountable to the Parish Committee, supervised by the Director of Lifespan Religious Exploration and an active partner with the Youth Adult Committee.

RESPONSIBILITIES (Note: in many cases, the YPC oversees volunteers in implementation)

Program Development

- Plan and deliver Senior Youth Group and Junior Youth Group programming including both structured and unstructured activities and discussions;
- Work closely with the DLRE, Lay Advisor, YAC and parent groups to develop annual goals for Youth programming and ensure focus on meeting said goals;
- Cultivate and support fundraising activities
- Cultivate group of adult volunteers for meeting attendance, fundraising events, etc.
- Help plan and implement annual Youth Sunday service;
- Explore opportunities for youth to engage with peer groups beyond First Parish;
- Work to increase membership and participation in Youth Groups; and
- Plan and lead annual service trip, to include focus on,
 - Logistics (Timing, location, activities, accommodations)
 - Volunteer Chaperone recruitment
 - Fundraising
 - Orientation
 - Trip leadership, and
 - Spiritual and emotional development.

Pastoral

- Create and maintain an environment that ensures the physical, spiritual and emotional safety of all participants in First Parish Youth Groups;
- Maintain confidentiality of Youth as appropriate and maintain Safe Congregations practices within Youth Group meetings;
- Foster increased intersections between youth and the full congregation;
- Work with the DRE to identify and interpret pastoral needs of youth and families;
- Support the spiritual, intellectual and emotional growth of First Parish youth.

Administration

- Manage and track Youth Group expenses within parameters of program budget;
- Maintain registration and attendance records;
- Plan and maintain budget for annual youth trip;
- Attend YAC meetings monthly and meet regularly with the Director of Lifespan Religious Exploration. Attend staff meetings as appropriate;
- Communicate news and information about Youth Groups with youth, parents, and broader congregation;
- Assist in planning annual Youth Group calendar; and
- Maintain Youth Group Facebook page.