

Follen Church
YOUTH PROGRAM COORDINATOR
Job Description

Reports to: Director of Religious Education

Effective: immediately

FLSA Status: non-exempt

Hours: typically 10 hours per week with most of the work occurring between August-June; generally includes Sunday afternoon and evening hours. Additional hours for youth group events will be required occasionally, especially after Covid restrictions lessen.

Starting compensation: \$20-23 per hour, negotiable

Contact: Please email a letter of interest noting qualifications and resume to

humanresources@follen.org Contact the Director of Religious Education, Beryl Aschenberg, with any questions at beryl.aschenberg@follen.org. We will process these applications through rolling submission, with the goal of hiring within the month of September 2022.

POSITION SUMMARY: The Youth Program Coordinator (YPC) is primarily responsible for managing The Follen Unitarian Universalist Youth (FUUY) Group (grades 9-12) programming, and coordinating the efforts of volunteer advisors and a team of other individuals who support the work of Follen's large and active high school youth group and other youth programs.

QUALIFICATIONS: The successful candidate will have experience and passion for working with teenagers, excellent interpersonal and leadership skills, and an ability to set appropriate boundaries. They will also have the ability to research and plan offsite activities, follow through with detailed tasks, and prioritize a wide variety of tasks efficiently. Experience working with volunteers would be helpful. Computer skills, including word processing, social media, and some familiarity with data entry, are required. The Youth Program Coordinator must have the ability to work independently, yet work well as part of a team. It is critical that the person who serves in this position have knowledge of, and be in accord with, the Unitarian Universalist Principles. **Please note: The successful candidate must be 25 years of age or older, as prescribed by the Unitarian Universalist Association (UUA) policy for youth work.**

ESSENTIAL FUNCTIONS

(In descending order of importance)

1. Manage, organize, evaluate, and strengthen Sunday FUUY programming and extracurricular activities; attending most Sunday evening FUUY and Youth Advisory Committee (YAC) meetings and extracurricular activities.
2. Manage selection, orient, and support advisors and volunteers for FUUY programs.
3. Collaborate with the Director of Religious Education (DRE) to develop and maintain a structure for Youth Leadership Development and shared Adult-Youth Leadership.
4. Coordinate opportunities for youth to engage in social justice and community service activities and events, including an annual Mission Trip.
5. Coordinate efforts to provide spiritual development and worship planning with the Youth.
6. Collaborate with DRE and minister as needed to design and implement rites of passage and recognition.
7. Coordinate opportunities for participation in activities that forge Unitarian Universalist identity.

8. Articulate a vision for Youth programming consistent with UU principles.
9. Other duties as assigned

Note: The YPC is a **Mandated Reporter**, according to MGL, Chapter 119, Section 51A, and is thereby required to report instances of reasonable concern regarding physical or sexual abuse, and neglect of a minor to the Department of Children & Families

Core Competencies:

- **Follen/UU Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Follen Church; understands and supports the values and principles of Unitarian Universalism, and can teach those values to others. Has a general understanding of structures within the denomination, and can capably navigate opportunities for youth engagement within the congregation and denomination.
- **Caring Connections with Youth:** Has a love and understanding of youth ministry and is able to identify and articulate the tools and environment in which UU youth are best nurtured. Interacts positively with participants, individually and in groups, using respectful and affirmative communication; practices active listening, and engages with participants in a manner that builds relationships. Understands social pressures facing youth and the related behaviors and mental health challenges. Communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.
- **Project Management:** Gets buy-in for the key objectives and scope of a proposed project; gathers needed resources and project support; develops a realistic and thorough plan for achieving key objectives; keeps team members briefed on progress; implements action plans; communicates progress to stakeholders; identifies and resolves barriers and problems.
- **Leadership:** Leads others effectively and collaboratively; can “step up” when necessary but is also comfortable “stepping back” and respecting the primary authority and leadership of the DRE.; thinks strategically about the need for a next generation of leaders and works to build the leadership base. Must be able to communicate appropriately with a multifaceted, smart, articulate group of youth and adults.
- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; calls out the best in others and encourages them to engage their gifts, skills, and passions in service to the group.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns well from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Follen is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

