

JOB TITLE: Youth Coordinator

STATUS: Part time 7 hours a week, mid-August through mid-June annually (42 weeks)

SUPERVISOR: Director of Lifespan Education and Exploration

JOB SUMMARY:

In support of the mission and covenant of First Parish in Wayland, the youth coordinator will work with the Middle School and High School Youth groups to engage them with our Unitarian Universalist faith and offer them time for fellowship and service to the greater community.

ESSENTIAL FUNCTIONS AND REQUIREMENTS:

- Plan and lead 90 minute High School Youth group meetings on Sunday evenings two or three times per month.
- Plan and lead 90 minute once-monthly Middle School Youth group meetings on Friday evenings from 6:00 to 7:30.
- Attend overnight service trip with High School Youth Group.
- Meet regularly with Director of Lifespan Education and Engagement.
- Communicate all pertinent information with youth, their parents, and youth group volunteers through emails, phone calls and social media.
- In collaboration with the Director of Lifespan Education and Education recruit a volunteer to assist with youth group meetings.
- Plan a youth worship service with the High School youth group.

OTHER RESPONSIBILITIES:

- Participate in the Safe Congregation policies of First Parish
- Come to a Lifespan Spiritual and Ethical Exploration Committee meeting once or twice during the year.
- Attend the church's annual rummage sale with the youth.

CORE COMPETENCIES:

*Managing Vision and Purpose.* Articulates and supports the vision, mission, and covenant of First Parish and Unitarian Universalism.

*Organizing.* Gathers and organizes supplies and volunteers to get things done. Uses time and resources well.

*Planning.* Can assess projects and set realistic goals for time and resources needed.

*Communication.* Identifies and uses appropriate methods of listening, communicating and soliciting information with congregants and staff; demonstrates flexibility in adapting communication style and methods to be most effective.

*Interpersonal Relationships.* Relates well to all kinds of people; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; steps up to conflicts, seeing them as opportunities. Demonstrates the skills of active listening and openly accepts criticism; engages people positively; is regarded as a team player.

Qualifications:

Knowledge of Unitarian Universalism with an ability to articulate our core principles and values .

An enthusiastic and fun personality with a good sense of humor.

Experience working with youth of Middle School and High School ages.

Ability to plan and facilitate group activities and excellent team-building skills.

Strong communication skills.

Strong organizational skills.

Experience planning worship services a plus.

Must be 25 years of age.

CORI check will be required before beginning employment.