

Unitarian Universalist Church of Brunswick

Job Description for the Youth Adviser

Job Title: Youth Adviser

Date: June 2017

Accountability: The Youth Adviser is supervised by the Director of Religious Education (DRE).

The Board of Trustees has the final authority for hiring and retention.

Compensation: The Youth Adviser receives a fixed stipend of \$225 per month (working an average of 15 hours per month) over a ten month period.

Experience, Knowledge, Skills, and Attributes:

- Experience with preteens and teens highly desirable
- Strong organizational skills
- Strong written and oral communication skills
- Ability to manage projects and programs
- Adept with computers and technology
- Ability to work effectively in a team environment
- Respect for diverse beliefs and cultures
- Ability to motivate and encourage youth, parents, and volunteers
- Knowledge of Unitarian Universalist history and thought and/or the commitment to expand/gain that knowledge

Time and Commitment: This position is a stipend position from September through mid-June at \$15/hour, an average of 15 hours per month. Working on Sunday mornings is required. There

will be at least one Sunday off per month. Occasional evening and other weekend hours will be negotiated as schedule allows.

Responsibilities:

- Meet regularly with the DRE to plan programming.
- Plan and implement youth programs and activities.
- Communicate with parents and youth about youth group meetings/events/activities, schedules, district and national UU opportunities, and non-UU outside opportunities of interest through email, social media, in person, and via the youth group bulletin board.
- Help plan and facilitate service activities with the youth group.
- Chaperone and transport youth to youth group activities that take place off church property.
- Assist in the recruitment of RE volunteers for youth programming.
- Attend any relevant district trainings as schedule, hours, and church budget allow.

Approved by:

Board Chair

Date