

SEEKING A YOUTH PROGRAMS COORDINATOR

The First Unitarian Church in Worcester, MA is seeking a dynamic, fun-loving, and conscientious leader with strong administrative skills who can collaborate with our Director of Faith Development to run our youth groups and provide administrative support to Wiogora, our 'Harry Potter'-themed Summer Program.

First Unitarian is an energetic, multigenerational congregation established in 1785. We are a community of 300 members, led by a vibrant minister, a tireless staff, and energized volunteers. Our mission is to be in loving fellowship with each other, striving to honor the sacred, connect with each other, and serve justice.

We offer youth groups for middle and high school youth who meet regularly on Sundays from September to June.

During the summer we offer a 'Harry Potter'-themed Summer Program, which is now in its 8th year. The Wiogora School of Wonder and Wisdom offers two weeks of friendship and fun in a theatrical and magical environment with kind, capable, enthusiastic, and well-trained staff. Wiogora is an open, affirming and welcoming community of scholars, celebrating and respecting differences in mental and physical ability, neurotype, age, race, color, ancestry, religion, creed, orientation and gender identity.

We are looking for someone:

- with a sense of fun,
- who can connect with children and youth, and is passionate about their spiritual development,
- who can work with a wide variety of children, youth and adults,
- and who can lead by consensus, modelling healthy community building.
- Must be over 25 years old

This position is for an average of 15 hours per week, year-round. Pay is commensurate with UUA guidelines. Please see the full job description below. Send cover letters and resumes to ypcsearchcommittee@firstunitarian.com by April 15, 2019.

**First Unitarian Church in the Second Parish of Worcester,
Massachusetts**

Youth Programs Coordinator

Reports to: Director of Faith Development

Effective Date: March 2019

Status: Part-time, evenings and weekends (including Sunday evening)

FLSA: Non-Exempt

Job Summary

Fosters Unitarian Universalist identity and values in youth and summer program participants by leading well-run, safe, fun and engaging programs.

Essential Functions

- Administers the youth programs for youth in grades 6 through 12 in conjunction with the DFD and the youth advisors (September through to June), encouraging youth to take on meaningful responsibility for events, activities and worship.
- Works with the current Summer Program Manager/Headmagister and the DFD to prepare and organize the two-week Wiogora Summer Program
- Attends Wiogora; supporting staff, ELFS (counsellors in training) and scholars as needed.
- Plans and implements training for Wiogora staff and volunteers.
- Nurtures a radically welcoming, safe, and supportive environment for children, youth, staff, volunteers and youth advisors.
- Communicates in a timely and clear way with parents, youth, youth advisors, staff and volunteers.

Other Responsibilities

- Meets regularly with Director of Faith Development for supervision and strategic planning.
- Organizes and implements Wiogora events held periodically throughout the year (the Halloween School, Yule Ball, and Spring Fools event).
- Advocates for and publicizes youth programs and events to grow the programs.

Minimum Qualifications

- 25 years of age or older.
- Experience working with youth or familiarity with youth empowerment models.
- Familiar with Unitarian Universalist congregations and their principles and sources.
- High School diploma or equivalent.

Physical Requirements

- Must be able to communicate in person and in writing as needed.
- Must be able to respond to communications in a timely manner via phone, email, or text.
- Must have valid driver's license and be able to drive.
- Must be able to accompany youth on outings and trips away from church.
- Must be available Sunday evenings for youth group meetings.

Core Competencies

- **Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; writes clearly and succinctly; employs correct grammar and patterns of speech; clearly delivers message in a tone appropriate to the context.
- **Safety:** Affirms and follows all recommended safety guidelines for the protection and well-being of children, youth, members, and friends of the church; assesses risk wisely; takes on appropriate responsibility for the safety of those in their care
- **Compassion and Care:** Responds with empathy to the life circumstances of others; demonstrates appropriate and bounded expressions of care; communicates a sense of availability, warmth, openness and approachability
- **Ethics and Values:** Honors the core values and beliefs of the church in their choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors they advocate to others
- **Leadership:** Leads by consensus, ensuring everyone feels heard and valued.