

UNITARIAN UNIVERSALIST CHURCH OF ANNAPOLIS
ANNAPOLIS, MARYLAND



POSITION DESCRIPTION

Youth Group Coordinator

Overview / Purpose	<p>To provide adult guidance, organizational, and educational support for the Youth of the Unitarian Universalist Church of Annapolis.</p> <p>We strive to educate and empower high school aged youth to learn more about our UU values together, grow and deepen their relationships with one another, and work for justice and lead within our faith community.</p>
Work Schedule	<p>Approximately 5 hours per week; 2.5 hours weekly on Sundays 2.5 hours in the evening once a month and remaining hours flexible</p>
Accountability	<p>Accountable to the Director of Faith Formation (DFF)</p>
Job Responsibilities	<p>Responsibilities: Youth program for 9th-12th graders</p> <ul style="list-style-type: none"> ● Facilitate weekly meetings with Youth ● Facilitate monthly in-person, outdoor events (outdoor movie night, bonfire, etc.) - TBD with youth, their families, and the DFF ● Work with the DFF to develop and implement programming for the High School Youth Group to ensure that it is consistent with the Faith Formation mission and comprehensive program goals ● Manage program elements; advanced weekly planning of session content. Participate in year-long planning with the Faith Formation Staff and Steering Team ● Willingness to attend regional Youth Conferences (overnights in the area to supervise) ● In cooperation with the DFF, ministers, and Youth participate in and help oversee one Youth Service in April and Bridging Ceremony in May ● Willingness to attend an annual opening retreat (August / September) - TBD ● Encourage Youth in mutual participation with the church community, including taking on roles according to their gifts and passions, as well as in social action initiatives ● Facilitate group and social activities which serve to create community among Youth ● Maintain attendance records ● Assist in communication and publicity to keep the Youth and families engaged and informed ● Review FF Safety Policies and issues related to Youth ● Appreciate guests and volunteers ● Attend monthly Faith Formation Steering Team Meetings ● Coordinate volunteers / youth advisors to lead and support the Youth Program ● Become familiar with our UU faith purposes, practices and principles to communicate with newcomers, Youth, volunteers and parents (know, affirm, and model UU Principles and Values) - trainings will be available

Education / Experience	<ul style="list-style-type: none"> ● High School Degree or equivalent ● Due to safety regulations, it is preferred that the coordinator is 25 years of age or older
Competencies / Skills	<ul style="list-style-type: none"> ● Be comfortable with and embracing of Youth from diverse social backgrounds ● Understand adolescent development (experience and education preferred, trainings are available to support your growth in this area) ● Strong organizational skills ● Professionalism and proficiency in working with a wide variety of personalities and individual learning styles within the Youth group and the congregation ● Knowledgeable about and supportive of UUCA's commitment to being an anti-racist, anti-oppressive and multicultural institution, and reinforcing the importance of that commitment with our Youth ● Be able to multitask, assess, and manage various group needs ● Demonstrate excellent interpersonal skills, written and oral ● Awareness of or interest in, learning UU and UUCA church history ● Basic computer skills including social media proficiency and familiarity with Google Drive ● Willingness to train in healthy youth ministry through the Unitarian Universalist Association (UUA) - you will be compensated for professional development time and all trainings ● Collaborative leadership style
Supervision / Leadership Skills	Volunteers / Youth Advisors Youth engaging in the wider church committees and leadership roles
Mental & Physical Demands / Essential Functions	Seeing, typing – some repetitive motion, hearing, speaking
Working Environment	Virtual Office (flexible schedule to use the Faith Formation Team Office)
Equipment to be Used	PC, copier, phone, Google Drive, Simple Church Database
Hours	5 hours / week
Pay	\$22.00 / hour

Send resumé to apply: info@uuannapolis.org.

The Unitarian Universalist Church of Annapolis 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. Consistent with our mission, BIPOC, LGBTQIA+ and other individuals from historically marginalized communities are strongly encouraged to apply.