

## **Youth Ministry Coordinator Job Description**

The Youth Ministry Coordinator is a 20 hour/week position that reports to the Director of Religious Education and assists in supporting lay leadership and other volunteers.

### **Duties and Responsibilities:**

- Work with the DRE to determine the yearly goals for MSRE and the Youth Group. Select and/or design appropriate curriculum as needed.
- Develop programming for Middle and High School programs, including regular Sunday sessions, social activities, social justice opportunities, and the bi-annual Coming of Age program and Boston trip.
- Oversee Shared Leadership model for youth group programming, including a Youth-Adult committee.
- Communicate weekly with middle school and high school youth, families, and advisors.
- Recruit, train, and support adult volunteers for middle school and high school programming.
- Ensure adult coverage for Sunday middle school and youth group meetings.
- Coordinate youth participation in congregational life, including (but not limited to) joining the choir or otherwise providing music in worship, participating in social justice events, religious education teaching, committee membership, and roles in congregational worship, including intentional multi-generational programs and events
- Coordinate youth participation in denominational life, including regional CONS and other activities.
- Coordinate, with the Worship Team, the annual Youth-led Intergenerational Worship service.
- Participate in staff meetings, planning sessions, and meetings of the religious education committee, as appropriate.
- Communicate with the DRE and Ministry team regarding pastoral care concerns related to children, youth, and/or families.
- Maintain awareness of evolving RE and youth ministry practices by attending professional meetings and trainings and reading professional literature.
- Respect, uphold, and ensure compliance with ASC's Safety Policy and other pertinent congregational rules and policies.

### **Requirements:**

- Previous youth ministry experience.
- Proficient understanding of challenges and needs of young people.
- Excellent computer skills, and proficiency with social media.

- Outstanding communication skills, both verbal and written.
- Excellent organizational skills.
- Must maintain a physically and emotionally safe environment for youth while respecting issues of confidentiality.
- Must identify themselves with the UU community and uphold the principals, standards, and values of the UU faith.
- Skilled in working with volunteers.
- Must sign and uphold the Code of Ethics for Adult Advisors provided by the UUA and All Soul's Congregational Safety Policy. Must successfully complete a background check.

### **Core Competencies:**

- Interpersonal skills: Establishes and maintains good working relationships with others who are relevant to the completion of work; is approachable; communicates directly even when it is difficult to do so; avoids triangulation
- Delegation: Effectively delegates routine and special tasks and decisions; shares both responsibility and accountability broadly; trusts people to perform.
- Motivates Others: Creates a climate in which youth want to do their best; empowers youth; shares ownership and visibility; makes each participant feel valued.
- Organizational Skills: Able to gather and organize resources (people, material, support) to get things done; able to orchestrate multiple activities at once; able to use resources effectively and efficiently.
- Planning: Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Commitment: Is committed to the goals and objectives of ASC; identifies as Unitarian Universalist; can produce measurable results, and exemplifies deep dedication.
- Maturity: reads situations quickly, steps up to conflicts, seeing them as opportunities; good at focused listening; can settle disputes equitably; establishes and consistently holds to ground rules and behavioral expectations; holds appropriate boundaries. Able to maintain perspective and exhibit flexibility.
- Self-differentiation: Understands and maintains appropriate personal boundaries with others; demonstrates emotional maturity; can remain non-anxious even in the midst of turmoil; relates well with youth without overly relying upon them for affirmation; maintains a strong personal support system.