

First Parish in Concord, Unitarian Universalist

20 Lexington Road, Concord, MA 01742

www.firstparish.org



Job Description

Job Title: Youth Programs Director

Reports to: Minister of Religious Education

FLSA Status: non-exempt, part time

Work Schedule: 10 hours/week, flexible hours

Date Modified: May 26, 2016

Position Summary:

In collaboration with the Minister of Religious Education (MRE) and Youth Advisory Committee (YAC), develop, coordinate and grow First Parish's ministry with senior high school youth.

Principal Duties and Responsibilities:

Ministry with Youth

Coming of Age (9th Grade):

- Lead the Coming of Age program designed with the MRE and supported by volunteer mentors.
- Plan and accompany Coming of Age class on three overnight retreats (Fall Retreat, City Reach and Winter Retreat).

Youth Group (Senior High School):

- Coordinate Youth Group Meetings.
- Serve as a Youth Group Advisor.
- Plan and accompany youth on Youth Group Retreat (one overnight- date and location TBD).
- Promote youth empowerment while encouraging a balanced youth program that includes: social action, reflection, community-building and leadership development.

Volunteer Coordination, training and development

- In collaboration with the MRE and YAC, coordinate staffing (Youth Group Advisors and Coming of Age Mentors) of Youth Group and Coming of Age program.
- Support volunteers providing orientation and ongoing skills development.
- Assist youth in special events planning, including youth-led worship services, youth conferences and trips.

Administration and Operations

- In cooperation with youth, MRE and YAC conduct a year-end review and write an annual report.
- In cooperation with youth, MRE and YAC administer the Coming of Age and Youth Group budget.
- Schedule youth events on the First Parish calendar.
- Keep records of attendance and participation.

Communications

- Be able to articulate a Unitarian Universalist vision with and for youth.
- Communicate with youth and parents updating them about upcoming events and opportunities.
- Interpret the goals and activities of youth programs to the congregation through periodic newsletter articles and other appropriate forms of publicity.
- Facilitate communications within and between parents, First Parish leadership, and the church office.
- Keep informed of local, regional, and denominational developments important to youth ministry.

Programming

- Meet on Sundays with Coming of Age class from September through mid-March (with gaps for holidays and vacations) and participate in three overnight retreats.
- Meet quarterly with the Youth Advisory Committee (YAC) to plan Youth Group.
- Meet monthly with the Minister of Religious Education (MRE) for ongoing support and coordination.
- Monitor and participate in youth activities, to guarantee an emotionally and physically safe environment.
- Coordinate Youth Group programming. Serve as a Youth Advisor attending most but not all Youth Group meetings and events. Plan and attend one overnight Retreat.

Job Qualifications

- Ability to work collaboratively, plan programs, and manage volunteers
- At least 25 years of age
- Experience working with youth
- Awareness of trends in UU youth ministry
- Uphold First Parish in Concord's Youth Policy and all First Parish safety policies
- Clear background check

Timeline:

The position is part-time at 10 hours per week for 10 months of the year, beginning September 2016 through June 2017.

Salary Range: Available upon request.

How to Apply:

To apply for this position, please send a letter of interest, resume and three references by June 13, 2016 to Rev. Amy Freedman, afreedman@firstparish.org

For questions, please email afreedman@firstparish.org