

FIRST PARISH IN BEDFORD

POSITION DESCRIPTION: YOUTH PROGRAM COORDINATOR

Title: Youth Program Coordinator

Hours: Part time (averaging 8-10 hours per week, with most work occurring between September and June).

Reports to: Director of Religious Education

Goal: To coordinate the efforts of volunteer advisors and a team of other individuals who support the work of First Parish in Bedford's high school youth group (grades 9-12), which is currently undergoing a renaissance in energy and participation.

Responsibilities may include (but are not necessarily limited to):

- Working with the Director of Religious Education, a team of volunteer advisors, and a youth leadership team to create exciting, meaningful, youth-empowered experiences for and with high school youth.
- Helping to shape learning and preparation for, and attending, an offsite service learning program which may occur during any church year, to build youth leadership and social action engagement.
- Finding opportunities and encouraging youth to become involved in community service projects throughout the year.
- Attending all and leading many Sunday evening youth group meetings (currently 5:30-7:00pm), and occasional events at other days and times.
- Attending other Senior Youth Group programs that may be scheduled (e.g., Boda Borg, bike rides, regional UU overnights, etc.).
- Co-facilitating a youth-led worship service if one is developed and scheduled (this is a growing edge for youth group leaders and participants).
- Attending youth-led or youth-supported fund raising or congregational engagement opportunities that link youth programming to the large justice and mission focus of the congregation.
- Helping to strategize, development and implement changes to the congregation's Coming of Age program or Sunday morning programs for high school aged youth.

Additional Responsibilities may include:

- Attending monthly UUA webinars (continuing education) focused on ministry to and with youth.
- Provide administrative support for high school Senior Youth Group; maintain attendance, permission documents, and program notes as needed. Send email notices and reminders of activities as needed.

- Possible attendance in future years as UUA General Assembly or regional conferences, co-facilitating meetings with other youth groups, etc.

Qualities and Characteristics:

- Sense of humor
- Previous experience working with youth and/or adults
- Prior experience working in non-profit or religious settings
- Familiarity with Unitarian Universalism preferred
- Team-building experience
- Teaching or coaching experience

Employment at First Parish in Bedford is dependent on a successful CORI (Criminal Offender Background) check. An active drivers license and automobile insurance is required. For congregational safety reasons, applicants must be 21 years of age or older. This is a part-time position without benefits. Compensation is commensurate with experience.

6/24/19