

First Unitarian Church, Albuquerque, NM

POSITION ANNOUNCEMENT

Youth Programs Coordinator (YPC)

(Part-time: 10 hours per week)

February 14, 2019

First Unitarian Church seeks to fill the position of Youth Programs Coordinator.

Position objective: The mission of the Religious Education staff is to create and support an atmosphere in which community members create ministry with children and youth. While it is important that the ideal Youth Programs Coordinator enjoy spending time with youth, the main purpose of the position is to develop and cultivate a group of adult advisors and volunteers who will interact with youth in all of their programming.

The YPC supports the purpose and policies of First Unitarian, Albuquerque, and its religious education ministry.

The YPC workweek is 10 hours, including most Sundays.

Qualifications:

- Professional or volunteer experience working with mid-high and high school aged youth in a religious or related setting. Good understanding of youth and adolescent development.
- Strong organizational, verbal and written communication skills including the ability to text and utilize existing and new media and social media.
- Must be able to work well in teams and with youth and adults who hold a variety of theological positions. Relationship-building skills a must. Able to articulate Unitarian Universalist values. An active member of First Unitarian preferred.
- A leader, who possesses the ability to be a consistent, positive role model and mentor who maintains and models appropriate relationship boundaries.
- Become aware of and be in compliance with the Code of Ethics for adults working with youth in the UUA. (see attached)
- Demonstrate a full understanding of the concept of safe church as outlined in First Unitarian's policy manual, Section 6.o. <http://uuabq.com/wp-content/uploads/2018/10/Policy-Manual-2018-10-01-w-index.pdf>
- Must be at least 25 years of age. A background check will be required for employment in this position.
- Possess a valid driver's license, insured, and with a good driving record. An MVD records check is required.
- Experience with special needs youth a plus.

Primary Duties:

General:

- Ongoing learning is an expected part of this position.
- Schedule and attend short, regular team building meetings with the Youth Advisors, ideally once per month.

- Support the visibility of youth programming in the congregation.
- Maintain connections between the youth groups, and help youth form connections with other church groups.
- Participate in the Youth Adult Council (YAC) planning committee, which works to implement and encourage participation in engaging programming including youth community-building events, immersion experiences, and programmatic events. Programming should reflect and include components from the Web of Youth Ministry: Faith Exploration, Identity Formation, Covenantal Leadership, Multigenerational Relationships, Spiritual Development, Beloved Community, and Justice Making
- Publicize and encourage youth participation in district and cluster events and conferences (cons). Support the leadership of youth advisors in going to cons with youth. Help to plan and organize when First Unitarian hosts a district youth con, and participate as a sponsor or chaperone when reasonable and possible.
- Participate in the 8th grade Coming of Age service and the 12th grade Bridging service each spring.

Communication:

- Help RE Assistant to maintain updated contact information for youth and their families.
- Work with RE staff and volunteers to develop and maintain good systems of communication with advisors and youth and their families.
- Schedule weekly advisors for senior-high and mid-high groups, and encourage advisors to schedule in advance.
- Plan topics and other activities as appropriate in advance.
- The YPC produces short monthly reports for the DRE to share at the Program Staff meeting and the RE Council meeting. In addition, the YPC will provide a paragraph to be shared in the monthly Messenger, First Unitarian's church-wide newsletter.

With DRE:

- Meet weekly with the DRE, and give regular updates on events, classes, volunteers, youth, and any program needs. Develop a plan for communicating with RE staff.
- Assist with recruitment and supervision of youth volunteers and advisors.
- Participate in monthly First Unitarian staff meetings when able, and in biannual staff retreats.

Compensation: This is an hourly position at a rate of \$13.50 per hour for 10 hours each week.

To apply:

- Please send a letter of interest and resume via email only to: dre@uuabq.org.
- Please no phone calls or faxes.
- Application deadline: March 6, 2019
- Start date: T.B.D.

CODE OF ETHICS

<https://www.uua.org/safe/children/appendices/23521.shtml>

For Adults and Older Youth Working with Children and Youth

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between youth and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth that constitutes verbal, emotional or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

I have read and understand the above statements of position, expectations, and actions.

Name (printed):

Name (signed):

Date: