

Youth Program Coordinator

The Unitarian Church in Westport (TUCW, Westport, CT)

Position Description: We are looking for a dynamic leader to provide 6th through 12th graders with activities to deepen youth's understanding of the varied world in which they live and allow them to act upon values of love and service through social justice opportunities in the greater community. The program also teaches youth how to engage with and learn about Unitarian Universalism; the program and activities seek to broaden their knowledge of humanity and embolden their spiritual search, including discussing the "BIG" questions and issues of concern to us.

This position is part of a team involved in lifespan faith development for the TUCW congregation. The position is hourly part-time at 20-24 hours per week with the maximum hours possible in a month capped at 120. The position requires a commitment to working on Sundays 8AM-2PM, especially during the school year, in addition to the weekday preparatory work. This position reports to the Senior Minister. Compensation is competitive and includes medical insurance and other benefits.

Job Requirements:

- Associates degree minimum, bachelors preferred in an area related to education
- 5 year's work experience as a teacher, camp counselor or similar work with 13-18 year olds.
- strong communications skills and ability to deal with various constituents including parents and how to use different channels to get messages across
- demonstrated ability to plan and prioritize to manage projects successfully from start to finish.
- comfortable with modern technology and databases
- experience managing volunteers and small teams
- flexible and able to respond to a changing situation
- feel comfortable with a wide range of faiths including Indigenous Religions, Hinduism, Judaism, Taoism, Buddhism, Islam, Evangelical Christianity, Quakers etc

Key tasks and responsibilities:

- recruit, schedule and manage volunteers for 6-8th grade and Youth group (9th -12th grade).
- assist the age groups in planning and carrying out activities throughout the year with the support of adult advisors. Examples of curricula for 6-8th graders include Our Whole Lives, Neighboring Faith, Coming of Age. For Youth Group/High School the focus is on social justice projects.
- work with Senior Minister on other worship opportunities
- purchase and organize own supplies within set budget
- prepare materials and space in the Meeting House for Sunday activities

- with parents: collect registration, answer questions/concerns, gather feedback and performs surveys.
- update databases and keeps all attendance and permission forms up-to-date
- communication: provide text for enewsletters, postings for website, posters for bulletin boards etc
- provide input, ideas and feedback to team meeting for ways to encourage participation in their programming
- interface with the related religious education council/volunteers
- acts on plans from team meeting for longer-term events - potlucks, parent sessions, volunteer teacher trainings, fire drills, etc

To apply: please email your resume along with a cover letter or email with a description of why you are interested in this position to jobs@uuwestport.org. Please no walk-ins or phone calls. We anticipate a start date in the first week of July.