

BVUUF Job Description
Joint BVUUF/UUCB Youth Coordinator

FLSA: Nonexempt

Part-time

Academic Year: 14 hours per week, 11 months, August 1, 2019 -- June 30, 2020

\$17.50/hour

2 weeks vacation after 90 days

Non-member of BVUUF/UUCB preferred

Reports to the Lifespan Faith Formation Director (BVUUF) & Acting Assistant Minister (UUCB)

Effective: August 1, 2019

Job Summary:

The Joint UUCB/BVUUF Youth Coordinator coordinates the middle school and high school youth programming for the Boulder Valley Unitarian Universalist Fellowship (BVUUF) and the Unitarian Universalist Church of Boulder (UUCB). Joint programming occurs weekly on Sunday evenings (Coming of Age, Middle School and High School Our Whole Lives Sexuality Education (OWL), and High School Youth Group). In conjunction with the Director of Lifespan Faith Formation (BVUUF) and the Acting Assistant Minister (UUCB), the Youth Coordinator also plans Sunday morning youth programming implemented by adult volunteers in each congregation. The Youth Coordinator connects youth in both congregations with district-wide UU events, and may attend, if needed.

We are looking for a person who is eager to work in organizations in which the dismantling of white supremacy is a high priority. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ+ candidates are encouraged to apply. Our congregations are committed to developing a diverse and talented staff team. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

Essential Programmatic Functions:

- **General Youth Program Functions:**
 - Creates and leads yearly training for adult volunteers working with youth.
 - Maintains registration for youth in both congregations.
 - Identifies opportunities in each congregation for meaningful youth involvement and leadership.

- **Coming of Age (8th - 9th grade):**
 - Chooses/adapts the Coming of Age program.
 - Co-facilitates the program.
 - Recruits a co-facilitator & mentors from both congregations.
 - Develops schedule, handles logistical details.
 - Advertises the program and registers youth.
 - Provides support for co-facilitators & mentors.
 - Communicates with participants and their parents.
 - Organizes end of year service and other events.

- **Our Whole Lives Sexuality Education** (Middle School and High School):
 - Recruits facilitators from both congregations, and ensures they are trained.
 - Develops schedule, handles logistical details.
 - Organizes supplies and print-outs for adult facilitators.
 - Advertises the program and registers youth.
 - Leads parent orientation.
 - Communicates with participants and their parents.
 - Leads periodic facilitator meetings.

- **High School Youth Group:**
 - Develops weekly programming.
 - Recruits facilitators from both congregations.
 - Co-creates bridging services at both congregations.

- **General Administrative Duties:**
 - Maintains registration of youth participants.
 - Communicates to both congregations at least monthly (newsletter, etc).
 - Communicates through social media to grow the youth program and keep youth connected to each other.
 - Network with volunteers, staff and RE participants.
 - Publicizes and coordinates attendance at district-wide and national UU events.
 - Schedules Youth calendar items on the church calendar.
 - Attends staff meetings, programmatic council meetings at each congregation, as time permits.

Qualifications:

- In accordance with [UUA Safe Congregations standards](#), applicants who are at least 25 years of age are preferred. Applicants who are at least 22 years of age will be considered based on experience, qualifications, and ability to maintain appropriate boundaries with teenagers.
- At least one year experience, comfort and familiarity working youth and youth culture required.
- Knowledge of and experience with Unitarian Universalism, and UU youth culture preferred.
- Demonstrated ability to work with diverse people in diverse situations.
- Ability to publicly articulate and teach UU values.
- Strong organizational skills, and fluency with email, Google Drive, and social media.
- Patience and sense of humor helpful.
- Additional ideal, but not necessary, qualifications are [Our Whole Lives \(OWL\) facilitator training](#), and district or regional Youth Advisor Training and other [youth related trainings](#) (Chaplaincy, Youth Worship, Leadership Development, etc.).
- Successfully pass the required background check.
- Preferred high school graduate or equivalent with some higher educational experience.

Note that qualifications may be met as a result of lived experience, volunteer work, educational experience, professional experience, and/or formal or informal training. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

Physical requirements and working conditions:

- Must be available to work most Sundays -- morning and evening, some Saturdays and some weekday evenings.
- The youth coordinator will work at both congregations -- one in Boulder and one in Lafayette -- on alternating Sundays, and must be able to provide their own transportation to those settings.

Stakeholders:

Supervision provided by the Acting Assistant Minister (UUCB) and the Director of Lifespan Faith Formation (BVUUF).

Other coordinating relationships include the BVUUF School of the Spirit Council, UUCB Religious Education Ministry Team, parents, adult volunteers and youth.

Salary: \$17.50 hour plus FICA. 14 hours per week.

Support for the Mission and Values of the organizations:

Unitarian Universalism is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at BVUUF and UUCB, all congregational staff members are expected to perform their job duties in accordance with the congregations' values, principles and missions. In particular the following points, drawn from the Seven UU Principles, are of particular importance for our work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity, and compassion in human relations, and the goal of world community with peace, liberty, and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ+ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, environmental exploitation, and other interrelated systems of marginalization.