

**Unitarian Universalist Church of Arlington**  
JOB DESCRIPTION

**TITLE: Youth and Young Adult Coordinator**  
**REPORTS TO: Director Lifespan Religious Education**  
**DIRECTLY SUPERVISES: no direct reports**

**JOB SUMMARY:** The Youth and Young Adult Ministry Coordinator will support a program of ministry for youth and young adults, their advisors, teachers, and families. This is a year round salaried position of up to 30 hours a week, with requirements to work most Sundays and overnight events. The position offers benefits, along with some opportunities for growth and professional development. The Youth and Young Adult Ministry Coordinator reports to, collaborates with, and is supported by the Director of Lifespan Religious Education, with additional support from other staff and volunteer church leadership to further the mission of this liberal religious community of over 1,200 people.

**ESSENTIAL FUNCTIONS**

- Facilitate, with the assistance of volunteer advisors, a weekly interactive program for youth
- Provide support and leadership in planning events and activities for young adults
- Assist youth in planning at least one youth led worship service annually
- Assist in planning, supervising and participating in an annual mission trip or other social justice activity
- Attend planning meetings
- Assist in planning and executing fundraising activities
- Maintain effective and regular communication with participants, parents, advisors, and volunteers

**MINIMUM QUALIFICATIONS:**

- An adult who is at least 25 years old.
- High School Diploma with Bachelor's degree or equivalent recommended.
- Three years demonstrated experience (or equivalent) & proven ability working with youth with commitment to the spiritual growth of youth.
- Commitment to the empowerment of youth as leaders within their own communities.
- Have knowledge and experience in group dynamics and the skills necessary to build trust and community.
- Must maintain a physically and emotionally safe environment for youth while respecting issues of confidentiality.
- Must identify themselves with the UU community and uphold the principals, standards, and values of the UU faith.
- Skilled in working with volunteers.
- Must sign and uphold the Code of Ethics for Adult Advisors provided by the UUA and the UUCA Abuse Prevention policy and complete background check.
- Demonstrated skill with office software, data management and social media.
- Valid Driver's license and auto insurance required. **Must be authorized to work in the United States.**

**PHYSICAL REQUIREMENTS:** Standing, sitting, bending, stooping and lifting up to 25 pounds required. Able to move freely in and out of different church, business and home settings.

**CORE COMPETENCIES:**

**Delegation:** Effectively delegates routine and special tasks and decisions; shares both responsibility and accountability broadly; trusts people to perform.

**Motivates Others:** Creates a climate in which youth want to do their best; empowers youth; shares ownership and visibility; makes each participant feel valued.

**Organizational Skills:** Able to gather and organize resources (people, material, support) to get things done; able to orchestrate multiple activities at once; able to use resources effectively and efficiently.

**Planning:** Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

**Commitment:** Is committed to the goals and objectives of USSB; identifies as Unitarian Universalist; can produce measurable results, and exemplifies deep dedication.

**Maturity:** reads situations quickly, steps up to conflicts, seeing them as opportunities; good at focused listening; can settle disputes equitably; establishes and consistently holds to ground rules and behavioral expectations; holds appropriate boundaries. Able to maintain perspective and exhibit flexibility.