

**Unitarian Universalist Society of Amherst**  
**Unitarian Society of Northampton and Florence**

**TITLE:** Youth and Young Adult Coordinator

**REPORTS TO:** Director Lifespan Religious Education (Amherst)

Director of Faith Development and Community Engagement (Northampton)

**DIRECTLY SUPERVISES:** no direct reports

**JOB SUMMARY:** The Youth and Young Adult Coordinator will support a combined program of ministry for youth and young adults, their advisors, and families. This is a 42 week position of up to 10 hours a week (some weeks will be more, some will be less), 40-45 hours per month, with requirements to work most Sundays and several overnight events. The Youth and Young Adult Coordinator reports to, collaborates with, and is supported by both the Director of Religious Education in Amherst and the Director of Faith Development and Community Engagement in Northampton, with additional support from other staff and volunteer church leadership to further the missions of both liberal religious communities. \$18/hour

**ESSENTIAL RESPONSIBILITIES:**

- Coordinate, with the assistance of volunteer advisors and youth group members, 3-4 monthly interactive programs for youth, including in person, outings, service projects, and online meetings
- Teach and mentor youth in leadership and facilitation, helping them to plan their meetings
- Assist youth in planning and leading at least one worship service annually
- Assist in planning, supervising and participating in service projects and other social justice activities
- Attend planning meetings with supervisors
- Assist in fundraising activities
- Maintain effective and regular communication with participants, parents, advisors, and volunteers
- Provide support and leadership in identifying and organizing twice monthly events and activities for young adults (18-35)
- Delegate tasks and projects as needed to youth, young adults, and youth advisors
- Implement and uphold safe congregations guidelines and congregational policies

**MINIMUM QUALIFICATIONS:**

- At least 25 years old.
- High school diploma or equivalent.
- Proven ability and experience with youth and volunteers.
- Commitment to the spiritual growth and empowerment of youth as leaders.
- Knowledge and experience in group dynamics, community development, and youth leadership
- Organizational skills and ability to multitask
- Ability to maintain a physically and emotionally safe environment for youth while respecting confidentiality and boundaries.
- Willingness to uphold the principles and values of the Unitarian Universalist faith.
- Demonstrated skill with Office software and social media.
- Valid Driver's license and auto insurance required. Must be authorized to work in the United States.

The successful candidate must sign and uphold the Code of Ethics for Adult Advisors provided by the UUA and complete a national and state background check.