



First Parish a liberal religious community welcoming to all

first gathered 1739

became Unitarian 1829

First Universalist Society organized 1840

First Parish Unitarian Universalist created from their merger 1965

630 Massachusetts Avenue Arlington MA 02476 781 648 3799 www.firstparish.info

First Parish Unitarian Universalist of Arlington is seeking a new Youth Program Coordinator, to facilitate our vibrant high school youth program! Please submit a cover letter and resume, along with two professional references to stevie.carmody@firstparish.info. Applications will be reviewed and candidates will be invited to interview by a team of staff, First Parish (FP) members, and FP youth. We hope that our new youth program coordinator will start at the end of August. Send inquiries to Rev. Stevie, Minister of Religious Education: stevie.carmody@firstparish.info.

Youth Program Coordinator

Job Description

Weekly Hours

An average of 25 hours per week, 42 weeks per year.

Core hours: Sundays, 5pm-9pm, with office hours, meeting times, occasional Sunday morning offerings, and other events as scheduled.

Relationships & Accountability

The Youth Program Coordinator works as part of the First Parish staff team, and works directly with the Minister of Religious Education (MRE), who serves as the direct supervisor for this position. The Youth Program Coordinator works in conjunction with the First Parish Religious Education Committee, which oversees the program. A performance review is done after the first three months, and then annually.

Responsibilities

The Youth Program Coordinator works collaboratively with the youth and adult leaders of the Youth Program, the MRE, and other religious education staff, to plan and implement the youth programs offered by First Parish. The Youth Group in 2024-25 has approximately 20 active members.

These offerings include, but are not limited to, the following:

- High School Youth Group programs, with meeting times scheduled weekly from 7-8:30pm on Sunday evenings.
- Occasional off-hours youth activities such as overnights, intergenerational events, and off-site youth conferences.
- An annual youth-led Sunday morning worship service.
- Fundraising & multigenerational community-building events (e.g. congregational dance, etc) to support the justice and service efforts of the Youth Group.

- A biennial, spring or early summer Service-Learning trip (currently, on “odd” years, ie. 2027, 2029, etc).
- Rites of passage for the youth community (e.g. Senior Blessing, bridging transitions, etc).
- Local social justice and service projects.

To accomplish and administer these offerings, the Youth Program Coordinator

- Convenes monthly meetings of the Youth/Adult Advisory Committee (“YAC”), a group of 7 elected youth leaders and adults, to plan the future pursuits of the Youth Group.
- Recruits, trains, and supports a team of 5-6 volunteer Adult Advisors in collaboration with other staff and lay leaders.
- Trains and supports a youth peer counseling team for pastoral care.
- Offers pastoral care & family support as needed, in coordination with the Minister of Religious Education.
- Ensures proper adherence to First Parish Safe Congregations policies and the UUA’s Youth Safety guidelines.
- Works with the Minister of Religious Education, youth and their parents, and the YAC to create a calendar of youth programs and activities for the year, and oversees the administration of this calendar and events.
- Creates publicity and reports, including regular family communication newsletters, an Annual Report to the congregation, and publicity materials for the Youth Program.
- Manages an annual budget for youth programs, formulated with the MRE, Religious Education Committee, and the YAC.
- Sets goals for and pursues an appropriate plan of professional development and growth.
- Participates in any required trainings

Desired Qualifications:

Candidates will be asked to complete a background check prior to official hire.

An adult with experience working with youth.

Familiarity with the values, principles, and practices of Unitarian Universalism. Candidates who have worked with UU youth programs previously are especially encouraged to apply.

Understanding and commitment to the practice of youth empowerment ([see here for a overarching guide to this approach](#))

Ability to facilitate group activities for all ages.

Appreciation and enjoyment of working with youth of all skills and abilities. Cooperative nature in working with volunteers.

Compensation:

This is a 42 week / year position, with unpaid time off from mid-June to late August. The Youth Program Coordinator will work approximately 25 hours a week, for a total of up to 1030 hours over the year. The hourly rate will be \$30 / hr. Prorated benefits (health, life) are available.