



First Unitarian Church of Dallas  
4015 Normandy Avenue  
Dallas, TX 75205

## **JOB DESCRIPTION**

**Position Title:** Youth Programs Coordinator, First Unitarian Church of Dallas  
**Reports to:** Director of Religious Education for Children and Youth (DRE)  
**FLSA Status:** Exempt, full-time  
**Schedule:** Approximately 35 hours per week administrative duties  
Approximately 5 hours per Sunday (and evening meetings as needed)  
**Prepared by/date:** Karen Lewis; February 25, 2008  
**Approved by/date:** Chris Denney; February 28, 2008

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

### **Summary**

The role of the Youth Programs Coordinator is to strengthen the church's ministry to and with teens in 9<sup>th</sup> through 12<sup>th</sup> grades by identifying, developing and implementing programs which

- incorporate opportunities for worship, learning, fellowship, and community service
- encourage youth leadership
- reflect the varied needs of young people
- are in keeping with the traditions and culture of the church
- provide opportunities to explore, clarify and develop the spiritual values of teens
- are guided by the Unitarian Universalist Principles and Purposes

Effective communication and meaningful direct interaction with teens is of key importance, as is developing relationships resulting in parental support of, and involvement in, youth programming. This is primarily a program development position including responsibility for administration and implementation of programs.

### **Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Consulting with, and at the direction of the DRE, develop and coordinate all programs, activities and events for youth in Coming of Age (COA) and Young Religious Unitarian Universalists (YRUU)
- Prioritize and manage tasks in a timely and efficient fashion
- Submit draft annual programs budget to DRE each spring as requested
- Submit preliminary project budgets for each special event including trips
- Track budget expenditures, submit receipts, including those of all volunteers
- Submit monthly reports detailing income and expenses
- Purchase, stock, and distribute needed resources and supplies
- Maintain clean, inviting, organized, and properly stocked classrooms
- Organize and implement fundraising events as needed
- Participate in Southwest District Events as schedule and resources permit

### **Communication Skills**

- Must possess strong verbal and written communication skills
- Prepare written and electronic correspondence to parents, youth and advisors
- Prepare and submit articles for publication in the bi-monthly newsletter as needed
- Prepare and submit well-written documents necessary for Sunday programming as requested
- Attend meetings of/with the church staff as requested
- Clear, comprehensive and timely communications with youth, parents, volunteers, RE Administrator and DRE

### **Volunteer Coordination**

- Recruit a sufficient number of full-time adult volunteers for COA and YRUU for fall through spring and summer sessions
- Provide staff training, support, oversight and development for volunteer Youth Advisors
- Recruit volunteers to support special events as needed

### **Interpersonal Skills**

- Work cooperatively with program directors and support staff, ministers, volunteers, members of Board of Trustees, congregants and vendors
- Possess the ability to relate well with both youth and adults
- General Competencies (see following sheet)
- Team player treating people with respect at all times
- Work effectively with youth, parents and volunteer staff

### **Sunday Duties**

- Arrive early to prepare rooms
- Greet and assist volunteer advisors
- Greet families and youth
- Identify, welcome and assist visitors as needed
- Check each classroom to insure that required number of advisors is present; secure substitutes if needed
- Be available to all classes for last-minute needs
- Serve as facilitator for YRUU and COA as appropriate

### **Additional Duties**

- Organize and implement fundraising events for end of year COA Heritage Trip and YRUU Service Trip and for any charitable projects undertaken by the youth
- Make all reservations and schedule appointments for all components of COA Heritage Trip and YRUU Service trip
- Schedule and attend monthly meetings of the leadership group of YRUU
- Facilitate participation for youth in Southwest District Events (minimum of two per year)
- Work with YRUU youth and advisors to present one worship service for the larger congregation each Spring
- Work with COA youth, their advisors and DRE to provide Ceremony of Recognition each Spring
- Work with YRUU high school seniors, their parents, advisors and DRE to provide Graduating Seniors Service each Spring.
- Plan and implement several social activities and/or opportunities for community service during the course of the year
- Other projects as assigned

**Qualifications:**

To perform this job successfully, applicant must be a self-starter who is able to work both independently and in team settings. Must be able to work a flexible schedule including weekends and evenings as needed and able to travel up to three weeks per year. Candidate must embrace the Principles, and have a thorough understanding of the Sources of Unitarian Universalism. Identifying as a Unitarian Universalist is preferred though not essential.

Individuals applying for this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelors Degree or equivalent work experience. Knowledge of stages of adolescent development. Previous experience in non profit organizations and/or youth ministry is strongly preferred.

**Language Ability:**

Ability to read, analyze, and interpret, financial reports. Ability to respond to inquiries or complaints from constituents; ability to interact appropriately with denominational bodies, vendors, or regulatory agencies. Ability to write reports and other documents as directed that conform to prescribed style and format using standard business English spelling and grammar.

**Math Ability:**

Ability to work with accounting and mathematical concepts, interpret data and create and adhere to budgets for all youth programming and special events.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, draw valid conclusions and set priorities. Ability to work independently and efficiently while problem solving and handling interruptions in a time-limited, multi-tasked environment. Ability to build strong relationships with youth while maintaining appropriate boundaries.

**Computer Skills:**

To perform this job successfully, an individual should be proficient with software including, but not limited to, Microsoft Office products including Word, Excel, and Outlook.

**Supervisory Responsibilities:**

Supervisory responsibilities are limited to those pertaining to volunteer staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low although there may be occasions when Youth Programs Coordinator is in the presence of drumming and/or loud music.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: Close vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit while using a computer; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.

I have read and understand this job description. I have the skills to perform the required tasks.

Signature of Applicant/Employee \_\_\_\_\_

## Job Description – General Competencies

The following key elements of performance are considered a part of every job description at the First Unitarian Church of Dallas. Performance evaluations will include a review of these elements.

**Ethics:** All employees are expected to treat others as they themselves would like to be treated. Confidentiality of the church's information should be maintained.

**Dependability:** Employees should demonstrate they can be depended on. This includes following established procedures, taking responsibility for their own actions, keeping commitments, demonstrating consistent performance, being on time for work and scheduled activities, and meeting workload expectations, ensuring responsibilities are covered when absent, and achieving goals. Each should react well under the pressure and stress encountered. Each employee should work in a way that sets a good example for others.

**Judgment:** Employees should exhibit sound and accurate judgment within defined parameters in their area of expertise. They should make timely decisions which they can support and explain, and they should include appropriate people in the decision making process.

**Change management:** Employees must be adaptable to changes in the work environment and integrate such changes smoothly. They should be open to other people's ideas and approaches and be able to change their approach to best fit the situation. Each should be able to manage competing demands.

**Initiative:** Employees should demonstrate initiative by seeking increased responsibility, looking for and taking advantage of opportunities, and volunteering for appropriate duties. Each should propose solutions when coming up with problems and seek agreement on these proposals. Each is expected to take reasonable independent action, and to ask for help when needed. Each should try to identify new methods or resources that could help them or others. Each should undertake self-development activities.

**Job Knowledge:** Employees should be competent in the required job skills and knowledge, exhibiting the ability to learn and apply new skills, and keeping abreast of current developments. Each should require minimal supervision while displaying an understanding of how one's job relates to others. Each must also understand one's own strengths and limitations.

**Creativity:** Employees are encouraged to display original thinking and creativity developing innovative approaches and ideas to apply to our work. Each should generate suggestions for improving work and meet challenges with resourcefulness.

**Communications:** Effective communications are essential to mutual understanding. To achieve this, employees should speak and write clearly, persuasively, and informatively editing writing for spelling and grammar. One should listen well and understand or get clarification. Each should keep others adequately informed, respond well to questions, participate in meetings, and demonstrate good group presentation skills. It is important to select and use appropriate communication methods. One must also maintain appropriate records and promptly submit information.

**Teamwork:** Employees are expected to work in a team setting and atmosphere. This includes establishing and maintaining effective relations, offering assistance and support to team members, and exhibiting tact, consideration, a positive outlook, and a pleasant manner. Team members (every employee at First Church) should work cooperatively in group situations and actively work to resolve conflicts. It is important to make oneself available to team members, help others learn and do a better job, take responsibility for team decisions, and in other ways inspire respect and trust.

**Problem Solving:** Employees should be able to identify problems in a timely manner, gather and analyze information skillfully, develop alternate solutions, and resolve problems in early stages.

I have read and understand these General Competencies. I have the skills to perform the required tasks.

Applicant/Employee Signature \_\_\_\_\_

PRINT name \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature