

**Job Description**  
**Youth & Young Adult Program Coordinator**  
**Half Time: 20 Hour/Week**

**Preamble For Advertising the Position:**

First Unitarian Universalist Church of San Diego (“FUUSD”) is seeking a vibrant, engaging and highly-skilled individual to serve as our Youth and Young Adult Program Coordinator. This is a 20 hour/week position. However, FUUSD will also be hiring for a 20 hour a week social justice coordinator and a 12 hour per week scheduler in the near future. Qualified individuals would be welcome to apply for those positions at a later date to potentially create a 40 or 32 hour a week combined position.

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Working under the direction of the Program Director (“PD”), this position is responsible for the creation and administration of the Middle School (Grades 6-8) and High School (Grades 9 - 12) Youth Religious Education (“RE”) Program and the Young Adult Program at FUUSD.

This work includes:

- Developing programs and content/curricula for all Youth & Young Adult RE Programs that are guided by and rooted in the Principles of the Unitarian Universalist Church.
- Recruiting, training and supporting volunteer staff to support the Youth & Young Adult Programs
- Developing and administering the Coming of Age and Bridging programs at FUUSD.
- Coordinating the Youth and Young Adult aspects of the Our Whole Lives (OWL) Programs at FUUSD.
- Planning, facilitating and attending Youth & Young Adult events and retreats as necessary, often in collaboration with other Unitarian Universalist professionals in the region.
- Planning and facilitating worship experiences with Youth and Young Adults.
- Facilitates Youth and Young Adult participation in social justice activities.
- Attending weekly staff meetings (Tuesdays from Noon to 2:00), bi-monthly meetings with PD, and scheduling/attending other meetings as necessary for the smooth operation of Youth & Young Adult Programs.
- Coordinating with other groups within the church to facilitate the involvement of Youth & Young Adults in the life of the Congregation as a whole.
- Actively engaging with other professionals in the Unitarian Universalist Association (UUA) and Liberal Religious Education Association (LREDA) for collaboration, support and ongoing professional development.
- Keeping Youth and Young Adults aware of local and regional programs of interest and encouraging participation.

Other Responsibilities:

Participate in weekly staff meetings

Participate in regular supervision meetings with PD

The ideal candidate will have...

1. A strong understanding of UU Principles and values, and the ability to create programming that reflects them.
2. A strong commitment to and experience with Anti-Racist, Anti-Oppression, Multicultural and Inclusivity work (Diversity, Equity and Inclusion).
3. The ability to set appropriate boundaries and to maintain right relations with youth, young adults, parents, the congregation, and the staff.
4. Effective communication skills and the ability to effectively engage with people of all ages and a variety of theological positions.
5. Experience with restorative practices and the ability to facilitate conflict resolution.
6. Experience in education, curriculum development, program administration, or similar.
7. Knowledge of group dynamics/process and extensive experience with group facilitation.
8. Strong organizational and administrative skills including ability to recruit/manage volunteers and the ability to maintain a budget.
9. Experience working with Youth &/or Young adults (preferably both)
10. Strong written and oral communication skills.
11. Basic computer & technology skills including word processing, social media, Zoom, email and other forms of digital communication, and a comfort with working in an environment that is increasingly multi-platform in nature.
12. Certification as an Our Whole Lives (OWL) Facilitator for Grades 7-9/10-12 or willingness to take the required training(s).

Annual Compensation: This is a part-time, 20-hour per week, Sundays required position. Annual salary is dependent on experience/education and training starting at \$23,800; benefits may include health insurance, retirement (starting in the second year unless already vested through the UUA's retirement program) and professional expenses. Details about these benefits to be discussed fully within the interview process. A background check will be required for employment in this position.

First Unitarian Universalist Church of San Diego is committed to creating a diverse and inclusive community, and is proud to be an Equal Opportunity Employer and does not discriminate with regard to age, race, color, ethnicity, national origin, gender, gender identity, gender expression, sex, affectional or sexual orientation, marital status, abilities, socioeconomic status, spiritual practice or religious belief.