

## **Winchester Unitarian Society**

### **Assistant Youth Group Leader**

**Reports to:** Director of Youth Ministries

**FSLA Status: Non-Exempt (Hourly, .15 FTE)**

**Job Summary:** The Assistant Youth Group Leader (AYGL) assists the Director of Youth & Children's Ministries (DYCM) in planning and leading the Winchester Unitarian Society Youth Group (WUSYG). WUSYG is an active and well-established youth group focused on social justice and service. Serving youth in grades 9-12 from high schools in Winchester, Mass., and surrounding communities, WUSYG membership is about 15-30 youth per year. WUSYG benefits from The Winchester Unitarian Society's rich tradition of youth ministry that is focused on acceptance, respect, and service to others.

The ideal Assistant Youth Group Leader sees the opportunities inherent in working with high schoolers and brings their own ideas, energy, inspiration, creativity, fun, flexibility and compassion to the role. The AYGL will be working with a multifaceted, smart, articulate group of youth who can (and will) have a serious discussion on social justice in one minute and the latest pop culture trend in the next.

People with disabilities, people of color, Black, AAPI, indigenous people, Hispanic/Latinx, and LGBTQIA candidates are encouraged to apply. The WUS is committed to developing a diverse and talented staff team. If you are excited about this role but unsure whether you meet all of the requirements, we encourage you to inquire and/or apply.

**Hours:** This position runs from the last week in August through the end of the 2nd week of June, which is 43 weeks, at 5 hours per week, plus up to 100 additional hours for additional events including but not limited to sleepovers, fundraisers, worship services and a week-long service trip during Massachusetts April School Vacation.

**Rate:** \$20/hour

**How to Apply:** To apply, please email the current DYCM, Sam Wilson, [sam.wilson@winchesteruu.org](mailto:sam.wilson@winchesteruu.org) with a resume, attached, and a "cover letter" as the body/text of your email. Applications will be taken on a rolling basis with the intent to be hired ASAP, then begin in earnest in August.

### **Minimum Qualifications:**

- Must be a mature person with the ability to be constantly mindful of our youth's physical and mental well-being.
- Must have experience in education and/or work with youth, preferably in informal teaching environments, non-profit sectors and/or with social justice or service oriented groups.
- Must have demonstrated communication and organizational skills, small group facilitation skills, as well as an aptitude for leadership.

Preferred but not required:

- Be at least 25 years of age
- Experience communicating effectively with both teens and parents, in formal and informal settings
- Facility with social media
- Comfort with Google services (e.g. Google Forms, Google Sheets)
- Demonstrated commitment to social justice issues/activism
- Demonstrated commitment to Unitarian Universalist values
- Experience with service projects or service trips. Knowledge of or connections with local Boston-area social justice or service organizations would be especially valued.

### **Essential Functions and Responsibilities**

- Establish trust with WUSYG members. Be comfortable speaking with and providing support to WUSYG members, and on occasion their parents, which can be in person, via chat or on the phone.
- Responsible for regular communications with youth and family regarding upcoming events. Includes drafting and sending emails, chats, and social media posts.
- Attend weekly in-person WUSYG meetings which are typically 4:30-6:30 PM on Sunday.
- Preferably meet with the DYCM before the meetings to go over the content for that night. Stay after the meetings to clean-up and debrief with the DYCM as necessary.
- Occasionally, assist the DYCM in providing content for and facilitating the weekly WUSYG meetings. Lead the WUSYG meetings, with another volunteer adult, on evenings when the DYCM is unable to attend.
- Bi-weekly one-on-one meetings with DYCM to go over upcoming events/meetings/activities. At this time the DYCM may give the AYGL small assignments/ projects to complete.
- Communicate effectively and efficiently with the DYCM.
- Assist the DYCM with other aspects of running WUSYG programs, including but not limited to: working with the youth to create publicity materials for events, creating permission slips or other Google forms, maintaining databases, tracking meeting attendance, and procuring snacks, etc.
- Help plan for, attend, and lead parts of WUSYG annual events including service projects, overnights or retreats, and one to two youth-led Sunday morning worship services.
- Collaborate with the DYCM to plan and run various social and fundraising activities for WUSYG such as celebrations, outings and workshops.
- Give sufficient notice prior to any of the above meetings or events if unable to attend, and work with the DYCM on contingency plans in the case of last-minute emergencies, etc. as part of an understanding that dual adult supervision is necessary to ensure the safety and security of participants, both of which are of paramount importance.
- Attend monthly meetings of the WUSYG Youth Advisory Committee which is made up of youth and parent volunteers.
- As available, attend Professional Development training with the DYCM and/or read through materials that the DYCM sends on relevant subject matter.

### **Youth Safety Responsibilities**

- The AYGL will maintain respectful relationships and appropriate physical, sexual, relational, and emotional boundaries and will model healthy and positive behaviors with adolescents, avoiding manipulation and other abuses of power.
- Comply with all applicable WUS policies, with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.
- The DYCM, AYGL, and all adults who work with a population under the age of 18, are **Mandated Reporters**, according to MGL, Chapter 119, Section 51A, and are thereby required to report instances of reasonable concern regarding physical or sexual abuse, and neglect of a minor to the Department of Children & Families.

### **Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of Winchester Unitarian Society and the overall Principles of Unitarian Universalism. Willing to teach those values to others.
- **Leadership:** Learning to lead others effectively and collaboratively; can “step up” when necessary but is also comfortable “stepping back” and respecting the authority and leadership of the DYCM.
- **Care and Understanding:** The AYGL must have a strong affinity for youth ministry and be willing to learn the tools and environment in which UU youth are best nurtured. The AYGL should understand social pressures facing youth and the related behaviors and mental health challenges.
- **Relating and Empowering:** Both the DYCM and the AYGL can have fun with the youth and simultaneously empower them by giving them a voice and calling them to responsibility and accountability. The role calls for someone who can relate comfortably to youth while also clearly communicating rules, expectations, and structures.
- **Educating in Age-Appropriate Ways:** The AYGL provides age-appropriate content and processes for meetings and service projects. They can integrate knowledge of Unitarian Universalism with the development of practical skills for living out the UU Principles in today's world and provide a variety of learning methods and activities as well as a variety of program approaches to suit the needs and interests of a varied group of youth.
- **Advocating:** The AYGL stands with and speaks on behalf of young people and their families on public issues that affect their lives. They support the society in exploring ways to fully integrate adolescents into the life of the society; provide opportunities for the congregation to celebrate, acknowledge, and value its youth members; and engage youth in the life, activities, and ministry of the society in meaningful and age-appropriate ways.
- **Maintaining Confidentiality:** The AYGL respects confidentiality but also shares confidential information as appropriate with the DYCM, while adhering to the need to inform the DYCM immediately if a youth is assessed as being a danger to themselves or others.