

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Youth Program Coordinator
Reports to: Religious Education Council Chair
Hours required: 5-10 hours per month; workload increase in August, September, April, and May; commitment of one year; term limit of 4 years

General description:

The Youth Program Coordinator is responsible for the support, monitoring, and leadership of the Elementary RE programs. Ensures the quality and safety of our Youth Program.

Responsibilities:

- Locate and schedule volunteers with skill and appropriate personality as Youth Advisors.
- Work with Youth Advisors to ensure that the youth organize programs that fulfill the six pillars of a balanced youth program (building community, social action, worship, learning, leadership, and congregational involvement).
- Ensure the training of volunteers in appropriate programming and safety for youth.
- Address issues and concerns of the Youth Program.
- Inform the RE Council Chair and Minister of safety and interpersonal issues as they arise.
- As needed, convenes small short-term teams of youth and adults to accomplish goals of the Youth Program.

Skills:

- Ability to communicate to volunteers in writing and verbally.
- One years' experience working as a volunteer in the RE Program.
- Ability to delegate responsibility.
- Understanding of the unique gifts, needs, and challenges in youth lives.
- Knowledge of risk management concerns for children between the ages of thirteen and eighteen years old.