

First Unitarian Church of Cincinnati
Job Description
8.18.23

Job Title: Youth Advisor

Reports to: Director of Lifespan Faith Development (DLFD)

PT or FT: PT (Variable. Minimum 4 hours per week – 2 onsite, 2 offsite.)

Pay: \$17/hour

Direct Report(s): n/a

FLSA Status: Non-exempt

Created by: Meredith Plummer, Director of Lifespan Faith Development

Reviewed by:

The youth adviser is responsible for creating engaging and safe youth groups for High School aged and Middle School aged youth at First Unitarian Church of Cincinnati. Primary responsibilities include the creation and facilitation of weekly gatherings (e.g. lessons, service projects, worships, bonding activities); communication with family, staff and volunteers; classroom management; and presentation of Unitarian Universalist values. The youth advisor reports to the Director of Lifespan Faith Development.

I. PRIMARY RESPONSIBILITIES

A. Instruction and Assessment

- i. Use a variety of resources – Director of Lifespan Faith Development, youths’ interests, pre-written curriculum, youth group resources, worship topics, your own reflections, etc – to develop / adapt / coordinate lessons and other gatherings.
- ii. Gather materials, prepare resources, and create handouts, or examples, as needed.
- iii. Demonstrate flexibility when facilitating lessons. Tailor the day’s lesson or activity to suit the needs of the youth present, as dictated by their temperament, developmental abilities, and the current classroom atmosphere.
- iv. Reflect on the engagement of the youth and the effectiveness of each lesson afterwards.

B. Presenting UU Values

- i. Center covenant in all things.
- ii. Assist students in planning and carrying out special youth projects (i.e. bonding activities, service projects, and planning worship).
- iii. Model welcoming and build an atmosphere of acceptance.

C. Communication

- i. Take regular attendance.
- ii. Effectively communicate with the Director of Lifespan Faith Development, students and families about special events, upcoming lessons, and any other relevant information.

iii. Meet with Director of Lifespan Faith Development on a regular basis and keep them apprised of curriculum effectiveness, youth feedback, and any support or supplies needed.

iv. Complete other duties as assigned by the Director of Lifespan Faith Development and Minister.

D. Classroom Management

i. Follow all safety procedures and guidelines with the class.

ii. Create (with the youth) and follow behavioral guidelines.

iii. Implement restorative discipline structure.

iv. Establish a classroom routine with the youth.

v. Welcome visitors and parents with confidence and care.

II. QUALIFICATIONS

A. Must have at least one year of previous experience working with youth.

B. High level of comfort interacting and communicating with teens and their parents.

C. Excellent organizational and communication skills.

D. Ability to collaborate with others and work independently.

E. Openness to and acceptance of a variety of spiritual / ethical viewpoints including atheism, agnosticism, and world religions.

III. PHYSICAL REQUIREMENTS

A. Stamina to lead all day events with youth.

B. Ability to drive a car.

IV. OTHER REQUIREMENTS

A. Must be able to pass a background check.

B. Must have a reliable car and clean driving record. The youth advisor is expected to act as a chaperone on youth outings.