

Irvine United Congregational Church
4915 Alton Parkway
Irvine, CA 92664
949-733-0220
iucc.org

An Open and Affirming Just Peace Church

Job Description: Youth and Young Adults Coordinator

Position Summary

The Youth and Young Adults Coordinator (YYAC) works with: (1) IUCC's youth (grades 4-12) and (2) young adults (ages 18-30). The YYAC's primary responsibilities include: planning, promoting and leading programs for the junior and junior/senior high youth groups as well as teaching the senior high youth during Sunday school each week. Secondary responsibilities include: working with the Associate Pastor and volunteers on outreach to the 18-30 demographic by building programs/relationships/partnerships that would help attract this demographic to IUCC. The YYAC is responsible for building and sustaining IUCC's youth and young adults-related social media presence. When the service is implemented, this position will be involved with a third worship service employing liturgical forms and worship practices that are attractive to youth, young adults and young families. This position reports to the Associate Pastor.

Duties and Responsibilities

1. Plans, promotes and implements youth group events that reflect IUCC's core beliefs and theology and include social justice projects, working with other interfaith/ecumenical groups and social activities for:
 - a. Junior Youth Group (grades 4-6) once a month
 - b. Junior and Senior High Youth Group (grades 7-12) weekly
2. Under direction of the Associate Pastor, prepares lesson plans for the senior high Sunday school utilizing pre-set curriculum.
3. Purchases supplies for youth group events, monitoring expenses and working within a budget.
4. Communicates regularly with youth and their families, volunteers, and young adults via email, mail, phone, in person, online, and church publications (bulletin, newsletter and website).
5. Coordinates event scheduling with the Church Administrator according to the Master Calendar.
6. Recruits and works with adult volunteers on programming and to meet a prudent ratio guideline of 1 adult:10 youth. Arranges carpooling as needed.
7. Builds and sustains a social media presence for youth and young adults.
8. Performs outreach and seeks opportunities for collaboration at local colleges and universities. Engages volunteers in helping to build programming for young adults, including small group meetings and activities.
9. Assists with the planning, promotion and execution of a third worship service (when it is implemented).
10. Reports progress to the Associate Pastor and Ministry for Young People, meeting regularly with the Associate Pastor and as directed with the Ministry for Young People.

Qualifications

1. Member of a Christian church who is able to be actively involved in the wider church setting at IUCC.
2. Demonstrates own spiritual understanding and ability to help others find their unique spiritual paths.
3. Demonstrates the ability to be developmentally appropriate to the needs of pre-teens, teenagers and young adults at all times, including appropriate boundaries with youth at all times. Follows UCC Safe Church policies.
4. A strong and demonstrated commitment to social justice.
5. Able to clearly communicate plans and expectations to youth group participants and their families using a variety of formats, including oral, written, email, and online.
6. Able to work harmoniously and effectively with a wide variety of individuals and groups, including the many manifestations of “family” without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, or political belief or activity.
7. Able to set priorities.
8. Able to physically lift up to 30 pounds.
9. Candidate having his/her own transportation and appropriate insurance is highly desirable.

Pay

This position pays \$15/hour for no more than 12 hours per week for 48 weeks/year, unless authorized by the Associate Pastor. 4 weeks of unpaid vacation is authorized (one week each at Christmas and Spring Break and two weeks during the summer). Mileage for IUCC-related activities will be reimbursed at the church’s standard rate. This position could also be arranged as an internship or offering units as needed to meet educational/seminary requirements.

Contact

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