

**First UU Church of Houston**  
**Older Youth Coordinator**  
**Duties: Coordinate all Older Youth programs**

- Commit to enhancing the spiritual growth of youth.
- Help youth plan and carry out all projects including January Houston rally with Houston Cluster UU Youth, worship, social action and fundraising with the help of many adults.
- Ensure that all participants are registered in the RE program. Contact parents about email/phone permission slips.
- With the DRE, conduct an Orientation session for all regularly participating adults at the beginning of the school year. Include Safe Congregations information and have forms filled out and turned in. Ensure they work out their schedule for the year. Nurture and engage them.
- Communicate weekly or bi-weekly with 11:30 team and other adults who help with various projects. Inform non-regularly scheduled adults about their times to be present.
- Encourage contact with, and coordinate youth group activities with, other church program committees.
- Attend Religious Education Committee meetings (3<sup>rd</sup> Sunday 1-3pm)
- Attend HARE meetings (4<sup>th</sup> Tuesday 7-9pm)
- Attend HAC/YAC meetings and activities
- Coordinate vans and adult advisors for 4 SWUUC out-of-town rallies. Coordinate trip by distributing info, permission slips, planning time & location of pick-up/drop-off. Train advisors if needed.
- Help coordinate carpools to week-long district Youth Camp.
- Work with DRE, minister and HARE to coordinate HAC/YAC Bridging Ceremony.
- Communicate with youth about all Cluster events and other youth opportunities that come up.
- Work with the minister, Worship Associates, DRE, 11:30 advisor team and youth to coordinate the Youth Service.
- Prepare for the next year in the spring by recruiting the 11:30 advisor team and other adult positions. Also begin to create the next year's schedule and curriculum in consultation with the youth, advisors and DRE.
- Maintain a professional relationship with the youth.

**Resources available:**

- Database of OY addresses and email list serve for communication
- Schedule of events.
- All major volunteer positions have been filled for the year
- Lists of recommended recruits for smaller volunteer tasks will be provided if needed.
- Youth members of YAC will help with communication to other youth.
- Dry erase board in youth room (303) for communications
- SWUUC Youth Protection Policy, HARE Houston Rally Policy & First Church Safety practices
- Houston Area Religious Educators (HARE) has been creating policy and addressing issues related to youth programming for years and is a reliable and ready resource for support and questions
- Director of Religious Education, Patti Withers, Credentialed Religious Educator, Masters Level, with 9 years of experience as a professional UU religious educator, will train, inform and support this position.