



Spiritual Growth & Development Coordinator

Job Opening

First Unitarian Universalist Congregation of Ann Arbor

4001 Ann Arbor-Saline Road | Ann Arbor, MI 48103

Application Deadline: February 28, 2017

Position Focus: Youth & Young Adults

Supervisor: Assistant Minister; also works closely with the Assistant Minister for Spiritual Growth and Development (SGD)

Compensation: Full time, 40 hrs/week; commensurate with experience and [UUA guidelines](#) for a Religious Education Coordinator

Position Summary: The SGD Coordinator works with the Assistant Minister for Spiritual Growth and Development to ensure program needs are met and creative solutions are implemented to enhance the program. The work week for this position is Sunday - Thursday with occasional weekend events.

Our Community: The First Unitarian Universalist Congregation of Ann Arbor (UUAA) has been a vital liberal religious voice in the Ann Arbor community since 1865. We are an intentionally multi-generational, multi-racial, multicultural religious community of over 600 members who worship together, work together, laugh together, and nurture our children with a UU perspective of our world.

Responsibilities

Youth Spiritual Growth & Development

- Work with the Assistant Minister for SGD to implement all aspects of the SGD program including the recruitment, training, and support of SGD teachers
- Provide support and clear communication to SGD parents of program updates through various communication channels
- Lead the registration process for the SGD Program
 - Process incoming student registrations into the ACS database
 - Process SGD volunteer applications & background checks
 - Collate SGD teacher information binders, which include student contact and medical information
- Act as class liaison (9th-12th grade)
 - Meet regularly with class facilitators to assist with class planning and offer support
 - Communicate effectively with parents to ensure clear messaging

- Offer on-going facilitation training and techniques
- Assist with the implementation of yearly evaluations of the SGD program through surveys, in-person interviews, and group forums

YRUU Coordinator (10th-12th grade)

- Lead a weekly lesson in the YRUU classroom on Sundays
- Coordinate class events such as overnights, service trips, and field trips throughout the year

20s & 30s Group Coordination

- Recruit a team of 20s & 30s group leaders to plan programming
- Communicate with members and implement regular social gatherings
- Schedule a monthly First Sunday lunch for members to participate in
- Research and implement 2-3 Adult Spiritual Growth & Development classes that would attract a young-adult crowd

Social Connections

- Assist with the implementation of holiday and special event parties
- Facilitate the First Friday Fun Night planning team and staff the events

Other

- Track UUAA's child dedication programming
- Work with the worship team to create paper inserts for the weekly Order of Service
- Collaborate with the other Coordinators on staff and assist with various administrative tasks as needed

Preferred Qualifications

- Bachelor's degree
- Background in education and/or religious settings
- Strong volunteer management experience
- Strong knowledge of the Microsoft Office Suite (Word, Excel, Publisher) and Google Apps Suite (docs, forms, sheets, etc.)
- Previous experience with database software systems
- Experiencing in volunteer recruitment
- Strong organizational and written communication skills
- Knowledge and alignment with Unitarian Universalist values

To Apply: Please send cover letter and resume, including salary expectations, to Assistant Minister for Spiritual Growth & Development Rev. Cassandra Hartley at cassandra@uuuaa.org.