

Teen Group and COA Coordinator Job Opening

Program Description:

The Washington Ethical Society (WES), a humanist congregation in DC with affiliations with the American Ethical Union and the Unitarian Universalist Association, is seeking a Teen Group and Coming of Age (COA) Coordinator for the 2017-2018 program year. The Coordinator ensures excellent programming for our Teen Group, helping to plan year-round trips, service-projects, and participation at the Youth of Ethical Societies conference, as well as holding twice-monthly Teen Group sessions on Sundays. The Coordinator also leads the COA program which is an innovative program to help our young teens and their parents navigate the transition to young adulthood. This position reports directly to the Director of Lifelong Learning.

Position description follows. All interested candidates are encouraged to send a resume and cover letter to Melissa Sinclair, Director of Lifelong Learning, at melissas@ethicalsociety.org by July 31, 2017.

Specific Responsibilities

- Work with the Director of Lifelong Learning to articulate the vision of the program year.
- Provide organizational and programmatic leadership for the Teen Group and the COA program. Teen Group meets year round on Sundays and the COA program holds six weekend retreats September-June.
- Work with the Teen Group and COA volunteers to create events, retreats, and overnight experiences that create close bonds and challenge participants, drawing from WES' COA curriculum.
- Consider and maintain the Teen Group and COA budgets, in collaboration with the WES Congregational Administrator and the Director of Lifelong Learning.
- Work with the Director of Lifelong Learning to ensure that the Teen Group and COA reflect the values of WES children's and youth programming, and creates a smooth transition from late middle school programming through high school.
- Meet with the Director of Lifelong Learning on a regular basis.
- Other duties as required by the Director of Lifelong Learning.

Skills and Experience required

- BA in related field
- Demonstrated leadership, administration, and visionary skills for the programs
- Experience in congregational or other community setting
- Interpersonal facilitation – works well with groups, including both teens and adults
- Organizational management skills.
- Volunteer recruitment and management skills
- Experiential learning – brings an energy and ability to engage teens and parents in active programming
- Flexibility – be able to adapt meetings and the curriculum to the needs of the group, the event, and the retreat model

Hours, Salary and Benefits

- Hours:
 - 13 hours/week, roughly divided to be 8 hours/week on COA and 5 hours/week on Teen Group
 - Teen Group meets year round, twice a month, July 2017 - June 2018
 - COA has 6 weekend retreats September 2017 - June 2018
 - Weekly staff meeting during regular business hours (time to be arranged)
 - It is understood that work in this position is likely to fluctuate widely in different weeks and months.
 - This is a one-year position (FY 2017-2018).
- Salary
 - Salary for the 2017-2018 fiscal year is \$13,000.
- Benefits
 - WES positions under 20 hours/week offer no benefits.