

POSITION DESCRIPTION

Title: Children and Youth Ministries Director (CYM Director)

FLSA Status: Exempt

Reports to: Minister

Hours: 20/week, 10 months

Date: 5/2025

Overview

The Director of Children and Youth Ministries is responsible for envisioning, developing, and managing a dynamic religious education program that aligns with Unitarian Universalist values. This role focuses on nurturing the spiritual growth of children and youth, integrating faith-based, experiential learning with social justice initiatives, and actively working with church leadership and families to create strong connections across generations within the church community.

Key Responsibilities

- Design and coordinate age-appropriate curriculum and programming incorporating UU values and diverse learning methodologies.
- Work with ministers and lay leaders to involve children and youth in worship services.
- Imagine and implement opportunities for all generations to get to know each other and to share meaningful and fun experiences.
- Partner with CYM Committee to co-create a dynamic, evolving ministry that nurtures spiritual development, encourages family engagement, and integrates justice work and worship across generations.
- Ensure compliance with Safe Congregation guidelines, First Parish Brewster policies, and safety procedures.
- Recruit, train, coordinate, and support volunteers to lead programs, activities, and childcare.
- Recruit/hire and train 2 people to provide summer childcare (June and August), including oversight of this program.
- Recruit, train, and supervise paid staff members.
- Manage supplies, curricula, resources, and equipment and keep areas clean and uncluttered.
- Update and maintain relevant records and share data as requested.
- Develop and monitor adherence to annual budget.

Family and Community Engagement

- Welcome, engage, and orient new families and children.
- Build and maintain relationships with families – assist families in becoming resident theologians; help connect families to one another and to the wider life of the congregation.
- Communicate with families, ministers, and relevant First Parish Brewster committees to deepen the sense of family and support.
- Work with the ministers to provide pastoral care for families, youth, and children.
- Develop community outreach through social media and in-person connections in order to invite new families and grow the program.

Position Requirements

Skills & Knowledge

- Knowledge of all aspects of working with children and youth.
- Familiarity with Unitarian Universalist values and resources.
- Excellent written and verbal communication and problem-solving skills.
- Strong organizational and time management skills with the ability to delegate.
- Ability to work independently and as a part of a team.
- Ability to work with a diverse population of varying ages, backgrounds, and abilities.
- Ability to handle complex and sensitive pastoral and managerial concerns with care and confidentiality.
- Proficiency in use of Google accounts and willingness to learn technology as needed.

Minimum Education

Either:

- BA or BS degree, or the equivalent combination of education and experience working with children and youth.

Minimum Experience

- Two to Four years of experience in religious education or a similar role with children.
- Experience managing staff and volunteers.