

FPBUU POSITION DESCRIPTION

Title: Director of Children and Youth Ministry

FLSA Status: Exempt

Report To: Minister

Hours: Part Time/19 hours; 52 weeks (12 months); including Sundays, some holidays, and occasional evenings

Overview:

The Director of Children and Youth Ministry 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 age-appropriate year-round curriculum and programming incorporating UU values and diverse learning methodologies.
- Work with ministers and lay leaders to involve children and youth in worship services.
- Partner with the 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, and FPB policies.
- Recruit, train, and supervise paid staff and volunteers to lead programs, activities, and childcare year-round.

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 FPB committees to deepen the sense of community and support
- Work with ministers to provide pastoral care for families, youth, and children.
- Develop community outreach through social media and in-person connections to grow the program.

Administrative Duties:

- Develop and manage annual budget.
- Manage supplies, curricula, resources, and equipment and keep areas clean and uncluttered
- Update and maintain relevant records and share data as requested
- Submit required reports for Monthly Board of Trustees meetings and Annual Report.
- Comply with State and Federal guidelines when employing staff or volunteers

Qualifications:

Education: Bachelor's degree or the equivalent combination of education and experience working with children and youth

Experience:

- 2-4 years' experience in religious education or a similar role with children
- Experience managing staff and volunteer.

Skills and 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 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 new technology as needed