



Position: Youth Programs Coordinator

Start Date: September 2023

Employment Type: Full-time; 35 hours/week

Reports to: Youth Programs Manager

Job Description

Roxbury Youth Programs (RYP) is seeking an experienced, energetic Youth Programs Coordinator to join the UU Urban Ministry's program staff. The Youth Programs Coordinator (YPC) will be responsible for the collaborative planning, implementation, and facilitation of our youth programs. The YPC will be responsible for developing and leading and/or hiring teaching artists to lead engaging, relevant workshops centered in skill building, social justice, Roxbury community history, and art-making.

Organization

A 501(c)(3) nonprofit organization, the Unitarian Universalist Urban Ministry is based in the Roxbury neighborhood of Boston and focuses its programming in three areas: safe shelter and workforce development for survivors of domestic violence, academic enrichment for youth of color, and arts & humanities programming grounded in a social justice message that amplifies artists and historians of color in our neighborhood. We work across race & place to dismantle racism & white supremacy culture and to advance racial, economic, & social justice. We envision a Greater Boston where all people live with freedom and dignity, and have equitable access to resources and opportunity to shape the present and the future.

Responsibilities Include:

75% Youth Supervision & Development

- Develop and implement goal-oriented curriculums to 15-25 young people during the academic year and 7-week summer session
- Provide 1-on-1 support to young people as needed
- Support youth-led program marketing, recruitment, and interviews on a bi-annual basis
- Prepare for and participate in regularly scheduled meetings with active participants
- Maintain accurate and timely youth records on Google Drive
- Refine program policies and guidelines
- Refine program curriculum and development per cycle
- Ensure youth arrive at and leave the building safely and on time

10% Program/Youth Evaluations & Alumni Cultivation

- Support and administer pre- and post- program evaluations
- Actively participate in program-wide planning and evaluation
- Work with staff to implement recommended program enhancements
- Support the development of consistent alumni communication



10% Administration

- Provide facilitation or 1-on-1 feedback to RYP volunteers or interns
- Participate in monthly UUUM staff meetings, weekly RYP meetings, and supervision with the Program Manager
- Assist in other department and/or UUUM initiatives as required by Program Manager

5% Professional Development

- Participate in ongoing professional development as requested

Ideal Candidate Description and Qualifications:

The ideal candidate will be self-motivated and passionate about creating dynamic, informative, and impactful workshops for the youth they will be working with. They have a demonstrated passion in education, art, social justice, and the contemporary issues affecting young people in Boston. Ideally, the candidate has a background (formal or informal) in photography, filmmaking, graphic design, or other relevant creative fields that could be applicable to our program. The ideal candidate is patient, accountable, and empathetic, with an ability to adapt and respond to change.

Qualifications:

- Minimum of 2 years of relevant, professional experience working with young people, preferably high school aged youth
- Any combination of education and training which demonstrates the ability to perform the responsibilities as described
- Experience developing curriculum around arts and/or social justice programming
- Demonstrates enthusiasm and a positive and inclusive attitude around young people
- Enjoys collaborative planning and curriculum development
- Excellent written and verbal communication skills
- Experience working with youth of color from low-income backgrounds (preferred)
- CPR/First Aid certified (preferred)
- 3+ years of direct experience developing curriculum and delivering programming to young people
- Demonstrated history of program success (i.e. youth persistence, recruitment/expansion, demonstrated impact)
- Understanding of positive youth development framework and non-profit management preferred
- Excellent written and oral communication skills
- Proficient knowledge of video conferencing tools (e.g., Zoom, Google Meet, Skype, or WebEx) and educational technology (i.e. Microsoft Office Suite, Google Suite)
- Demonstrated commitment to valuing diversity and contributing to an inclusive and culturally responsive workplace and learning environment
- Excellent interpersonal skills
- Strong organizational skills, careful attention to detail
- Experience and desire to work in a team setting



- Feel comfortable being seen as a leader and modeling for colleagues and youth
- Bachelor's degree preferred, commensurate experience considered

Compensation: \$52,000 annually

Location: Remote and 10 Putnam Street, Roxbury, MA 02119

To Apply: Please email your resume and cover letter to Curtis Santos, Youth Programs Manager, at csantos@uum.org with the subject line "Youth Programs Coordinator"