

Position Announcement Youth Program Assistant

First Congregational United Church of Christ, located in Menomonie, Wisconsin, is seeking a creative, energetic and compassionate person who enjoys working with children and youth to be our new Youth Program Assistant.

First Congregational UCC is a progressive and vital Christian community of 350+ members. We are known for our passion for spirituality and the arts, our commitment to justice and service, and our desire to create an environment welcoming to all. We have a history of innovative children's programming and are seeking ways to continue to effectively serve families with children in a changing world.

The Youth Program Assistant (YPA) is expected to assist with regular weekly after school programs and occasional special activities as warranted, and would report to the Ordained Minister and work closely with our Director of Faith Formation and our Christian Education Committee. The YPA should be a flexible, thoughtful and caring person with a vibrant and open-minded faith consistent with our progressive Christian philosophy.

The ideal candidate will be at least 18 years of age and will have all or most of the following attributes:

- Experience working with children and youth of various ages
- Understanding of the unique needs of youth at different stages and abilities
- Aptitude for keeping a range of children engaged and focused
- Ability to work effectively with a wide variety of people, including staff, volunteers, parents, children and youth as well as diverse family structures
- Willingness to engage in Safe Church training

This is a part-time hourly rate position for the 2022-2023 academic year. The schedule is up to 4 hours/week for one regular weekly after school activity, with additional hours potentially available for occasional special events for children and youth. The pay is \$15/hour.

Interested individuals should obtain the Application for Employment, which can be requested from the church office by emailing office@menomonieucc.org or by calling 715-235-5838.

The completed application should be sent by regular mail or email to:

Search Committee
First Congregational UCC
420 Wilson Avenue
Menomonie, WI 54751
office@menomonieucc.org

Interviews will begin September 30 and continue until the position is filled.

We are an Open and Affirming, Just Peace, Dementia-Friendly congregation.

First Congregational United Church of Christ

Job Description

Name:

Position Title: Youth Program Assistant

Supervision: Reports directly to the Ordained Minister with the Director of Faith Formation providing oversight and works closely with the Christian Education Committee.

Schedule: Up to 4 hours/week for one regular weekly after school activity, with additional hours potentially available for assisting with occasional youth special events. This position would run through the 2022-2023 academic year.

Job Summary: The Youth Program Assistant will support the Faith Formation efforts of this congregation through supporting a variety of programs for children and youth.

General Duties & Responsibilities (the duties and responsibilities listed are illustrative and are not an exclusive list):

Children and Youth

- Assist the Ordained Minister with elements of regular weekly children's program, including prep, setup, classroom management, and cleanup.
- Assist with planning and implementation of occasional special events for children and youth, which may include special Sunday activities, service opportunities, Parent's Night Out, and other offerings.

Safe Church

- Maintain a good understanding of our Safe Church policies, making sure that program offerings and the youth director's social media engagement with children and youth are compliant with Safe Church.
- Engage in position-appropriate training for Safe Church practices.