

Unity of Bellevue Position Description: Youth and Family Programs Manager

General Responsibilities

The Youth and Family Programs Manager oversees program development and operations for activities of Unity youth, ages birth through high school, and their families. The position serves as a spiritual leader for youth and families of the Center and provides a safe and nurturing environment for spiritual growth and awakening in the context of family life.

Important note: Many of the functions described in this job description may be assigned or delegated to other staff, paid or unpaid; however, the Youth and Family Programs Manager is ultimately responsible for ensuring that the work is completed and/or implemented and remains in alignment with other activities and with the overall plan and goals for Unity of Bellevue.

Reporting Structure

The position reports to the Minister and works in collaboration with the Minister to set and achieve program goals that are in alignment with organizational objectives. The position works with the Minister and Center Administrator to design and maintain financial stability for the program, and may have limited interaction with the Board of Trustees, but does not report to the Board of Trustees. The position may supervise Youth and Family Program staff, paid and unpaid, as determined by the Minister.

Committee and Ministry Responsibilities

The position serves as the leader of the Youth and Family Ministry Team and may participate in other committees as determined by the Minister.

Specific Responsibilities

- Nurture and grow Unity's Youth and Family Program using best practices provided by the Youth and Family Ministry Resource Guide, the Uniteen Program Guide, and the YOU Handbook provided by Unity Worldwide Ministries, as well as other relevant youth and family ministry development resources.
- Recruit, train, nurture, and support Youth and Family Program staff (paid and unpaid) as teachers, assistants, and YOU and Uniteen sponsors in the program.
- Provide training and ongoing education to support Youth and Family Program staff growth.
- Process applications, verify references, run background checks, and assess and monitor new staff and volunteers.
- Schedule both paid and unpaid Youth and Family Program staff to ensure appropriate adult/child ratios for all programs.
- Maintain the Center's database for all Youth and Family Program volunteers, activities, and schedules.
- Provide or purchase engaging, age-appropriate programs and curriculum for all learning programs using current topics, media and available technology.
- Ensure each child has current registration information in the Youth and Family Program database.
- Ensure each child is checked in and out of all Youth and Family Program classes and activities.
- Maintain supplies for classroom activities and special projects.
- Purchase needed supplies, within budget, and maintain an accounting of all expenditures.
- Coordinate special activities, seasonal programs, community outreach projects and parent education offerings.
- In coordination with the Minister and Center Administrator, maintain an annual Youth and Family Program calendar, including facilities needs and calendaring.
- Regularly provide current event and curriculum information to the web administrator.
- Attend weekly staff meetings.
- Provide monthly, quarterly, and annual reports to the Minister of attendance, program information and planning.
- Attend occasional Board meetings if requested.

Qualifications

- Committed to the study and application of spiritual principles as taught by Unity and to the mission, values, and vision of Unity of Bellevue.
- Any combination of education and experience in education, childhood development, program management, spiritual education, and curriculum design and delivery that provides the skills necessary to meet the demands of the position. BA or BS preferred.
- Desire to nurture the spiritual growth of children of all ages and the adults who work with them.
- Technically savvy: excellent Microsoft Office skills and knowledge of or quick ability to learn Breeze church management software.
- Excellent verbal and written communication skills; ability to capture information and synthesize it when communicating to others.
- Well-organized and customer-service oriented.
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and integrity.
- Ability to prioritize tasks and work on several projects at once.
- Ability to interact with a variety of individuals and constituencies with emotional maturity.
- Ability to manage sensitive, confidential information.

Hours, Salary, and Working Conditions and Physical Demands

- Part-time, 16 hours per week. Typical work schedule is Sunday from approximately 9 am to 2 pm, with additional hours to be determined in collaboration with the Minister. Due to seasonal events and special projects, this position will sometimes require evening and additional weekend hours, with prior notice.
- \$20 per hour.
- Most work takes place in a school environment, typically at a desk or computer and in the classroom. Some work takes place in the larger church setting. The work environment can be fast-paced and may include interruptions and urgent, unexpected requests that require multi-tasking and flexibility. Non-smoking building and environment.
- Must be able to move around our accessible building. Must be able to lift small boxes and/or equipment up to 35 pounds.

To Apply

- Please send your resume and a cover letter detailing how your education and experience meets the requirements of this role to info@unityofbellevue.org. Qualified candidates will be contacted for a telephone screening. Please do not call our office. If you have specific questions, email them to info@unityofbellevue.org.
- Unity of Bellevue is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

Our Mission: To awaken people to their spiritual nature

Our Vision: We are a vibrant, thriving spiritual community of love

Our Core Values: Love, Service, Spirituality, Integrity, and Joy

Unity of Bellevue

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