

# Job Description for Uniteen Leaders

## **Qualifications**

- Has general understanding of Unity principles
- Has been a participant of the church for at least 6 months
- Some experience working with teens
- Background check completed (*Church will arrange for this*)

## **Commitment**

- Willing to make a commitment of one year to the Youth Ministry Program
- Available a minimum of 2 Sundays per month (*New sponsors/leaders will work with existing group for 4-6 weeks to make sure it is a fit on both sides.*)
- Participate in scheduled trainings and meetings – if unable to attend, contact Youth Director/Minister for notes
- Sponsors are willing to be a “Team Player” and understand the Uniteen group and the leaders operate under the umbrella of the church and under the direction of the Youth Director/Minister.
- Willing to accompany Uniteens to local events and regional unitreats. Leaders also oversee the group’s transportation to and from events and are participants and chaperones during the events.
- Make sure that registration paperwork and medical release forms for activities are filled out correctly and funds are collected, then all are submitted to the Youth Director/Minister in a timely fashion.

## **Responsibilities to the Youth Director/Minister are to:**

- Develop a good relationship with
- Communicate their needs to
- Request resources from: (*Curriculum, supplies & event finances*)
- Communicate absences promptly
- Communicate ideas for lessons, curriculum, social activities, fund raisers, service projects and special events before moving ahead with plans.

### **Responsibilities to the Teaching Team are to:**

- Hold one another in prayer
- Communicate with the regularly and clearly
- Coordinate lessons
- Prepare quality, creative lessons
- Define roles and responsibilities

### **Responsibilities to the Students are to:**

- Hold everyone in prayer
- Be on time to greet everyone as they arrive
- Get to know them individually
- Build relationships with students/families
- Plan outside activities with
- Encourage regular Sunday attendance
- Communicate by e-mail
- Recognize visitors and make them feel welcome
- Be prepared with the lesson
- Pass on regional newsletters and other communications
- Have two adults in each classroom

### **Responsibilities to the Curriculum are to:**

- Use what is supplied by your Youth Director or Minister or discuss ahead of time changes you would like to make.
- Become well acquainted with
- Have a basic understanding of the scope and sequence
- Be prepared with your lesson plan and supplies each time you are teaching

### **Responsibilities to the Room**

- Maintain an appropriate teaching environment
- Communicate needs to the director
- Maintain supplies