First Unitarian Church in the Second Parish of Worcester, Massachusetts

Wiogora Program Manager

Reports to: Minister
Effective Date: 7 December 2021
Status: 5 hours/week from hire through June 30; full time July 1 through August 15
Temporary position through August 15, 2022, with possibility of renewal
FLSA: Non-Exempt

Job Summary
Fosters Unitarian Universalist identity and values in the Wiogora program participants by leading a well-run, safe, fun, and engaging summer program.

Essential Functions

● Works with the Assistant Director of Faith Development to prepare, organize and lead the two-week Wiogora Summer Program from July 25th to Aug 5th 2022, as well as the Spring Fools event in April / May

● Works 11 a.m. to 6 p.m. July 25 through Aug. 5 providing overall leadership for the camp (Assistant Director works 7 a.m. to 2 p.m.)

● Nurtures a radically welcoming, safe, and supportive environment for children, youth, staff, and volunteers.

● Communicates in a timely and clear way with parents, youth, staff, and volunteers.

Other Responsibilities

● Meets regularly with the Minister and Assistant Director of Faith Development for supervision and strategic planning for Wiogora

● Plans and implements training for Wiogora staff and volunteers

Minimum Qualifications

● Demonstrated personal maturity

● Experience leading a youth program, with Wiogora and/or camp experience preferred
• Familiar with the values, principles and sources of Unitarian Universalism
• High School diploma or equivalent

Physical Requirements
• Able to communicate in person and in writing as needed
• Able to respond to communications in a timely manner via phone, email, or text
• Able to move throughout the church building, including going up and down stairs
• Able to lift and carry up to 25 pounds

Core Competencies
• Communication: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; writes clearly and succinctly; employs correct grammar and patterns of speech; clearly delivers message in a tone appropriate to the context.
• Safety: Affirms and follows all recommended safety guidelines for the protection and well-being of children, youth, members, and friends of Wiogora; assesses risk wisely; takes on appropriate responsibility for the safety of those in their care
• Compassion and Care: Responds with empathy to the life circumstances of others; demonstrates appropriate and boundaried expressions of care; communicates a sense of availability, warmth, openness and approachability
• Ethics and Values: Honors the core values and beliefs of the church in their choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors they advocate to others
• Leadership: Leads by consensus, ensuring everyone feels heard and valued.