

## **Youth Programs Assistant (Religious Education and Nursery) Job Description**

**Unitarian Universalist Fellowship of La Crosse (UUF-LaX)**  
**401 West Avenue South, La Crosse, WI 54601 (608) 796-9993**

**Position Title:** Youth Programs Assistant (part time, pool hours)

**Reports to:** Director of Religious Education (DRE)

**FLSA Status:** Non-exempt, hourly, no benefits.

**Compensation:** \$12/hr

**Hours:** As needed, Youth Program Assistants can sign up for shifts totaling 0-15 hours per month.

**Date Posted:** 11/09/2021

**SUMMARY:** Youth Programs Assistants are caring, energetic staff who sign up for shifts to provide nursery care, help in RE classrooms, and carry out plans for outdoor and online events for youth.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Support the mission of UU Fellowship of La Crosse.
2. At the direction of the DRE, prepare materials, and organize volunteers for events occurring once a month on a Saturday or Sunday while Covid restrictions are being observed.
  - a. This may include shopping, setting up, and cleaning up with the help of volunteers. Volunteers will be pulled from an established group within the Fellowship.
  - b. Serve as DRE's "boots on the ground" before, during and after events.
  - c. After an event, provide an evaluation or report to the DRE and/or Board Liaison.
3. When the Fellowship can meet indoors, the youth assistant will provide child care in the Nursery for Sunday Services (9:00 AM - 12:00 PM), special services, church-wide events, meetings, and/or choir practices in which nursery care is needed.
  - a. Adhere to routines - story time, snack, bathroom breaks, handwashing, etc.
  - b. Organize the nursery and ensure its cleanliness and safety.
4. May also assist RE teachers in the classrooms on Sunday mornings.

### **SKILLS AND REQUIREMENTS:**

- Must provide proof of COVID-19 vaccination
- Must be at least 18 years of age. Background check required.

- First Aid and CPR training (preferred or completed after hire)
- Strong organizational and people skills
- Enjoys singing and movement and joining with children in both. Ability to go up and down stairs.
- Sense of humor
- Child Care experience (1 year preferred)
- Flexibility to switch between different age groups helps accommodate changing needs of the Fellowship.
- Reliability, punctuality, and preparedness
- Good communicator and ability to complete required paperwork
- Understanding of different learning styles, the developmental stages of children and youth, and the ability to create and implement educational programming is a plus!

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