



CUC CanUdle Coordinator Position: 2017-18

Job Title: CanUdle Coordinator

Now in its 7th year, the CanUdle Coordinator position is the main staff support for the CUC's annual national youth conference, CanUdle. This is a 7 month part time contract position, with the option of a second year renewal.

Main Objectives

1. Works directly with the volunteer CanUdle staff team of youth and adult planners, to provide **support and mentorship** in all aspects of the the planning and running of CanUdle, focusing especially on organizational and logistical tasks.
2. **Coordinates logistical aspects** of CanUdle, including the site, transportation, pool or showers, food and volunteer recruitment (in partnership with host congregation).
3. **Acts as a liaison** between the CanUdle staff team, the CUC staff and the host congregation of the national conference, ensuring effective and timely communication.
4. **Ensures that all CUC safety policies and protocols are followed** during the con.

For a full description of all job responsibilities see pg. 2

CanUdle Coordinator Qualifications

Required:

- Experience working with youth, preferably in U*U settings
- Passion and enthusiasm for mentoring and ministering to and with youth
- Considerable knowledge of Canadian youth con structures and culture
- Strong organizational skills, excellent communication skills, detail-oriented, with the ability to work independently with minimal supervision
- Proactive planner and communicator, comfortable asking for help
- Commitment to inclusive and anti-oppressive practice in event planning and work with a diverse staff team
- Reliable and consistent access to a cell phone and computer with internet
- Comfort using online tools such as social media, Google Drive, Gmail, and video conferencing
- Availability for full duration of CanUdle, including a pre-orientation with all CanUdle staff and a post Con debrief (Thursday, May 17 – Monday May 21, 2018)
- Must be 25 years of age or older, have a congregational endorsement and a valid, current vulnerable sector check (to be obtained before start of work)

Assets:

- Experience being on CanUdle or con staff as a youth



- Experience as a youth advisor or youth coordinator
- Familiarity with youth ministry theory and practice, including the 5 Steps of Community Building
- Current First Aid certification (level CPR-C)
- Valid drivers license
- Interested in holding the position for 2 years

Reporting to: Asha Philar, Youth and Young Adult Ministry Development Staff

Time/Hours: Contract position from Nov 5, 2017 to June 5, 2018 (approx).

Breakdown of estimated hours through the year:

November - December: 8 hrs/month

January - February: 20 hrs/month

March - April: 24 hrs/month

May: 100 hours, including about 80 hours for the weekend of CanUUdle

June: 2-5 hours as required for final wrap up

Pay and Compensation: Honorarium of \$3800 (\$19 per hour), plus all travel expenses.

Covered expenses:

- Travel to and from CanUUdle location*
- Registration fee
- All meals from arrival to departure, including travel time
- Accommodation during the event - must stay at the church
- Reimbursement for any program-related expenses and supplies

**The CUC is able to book travel and pay for major expenses, instead of having CanUUdle staff pay and be reimbursed.*

Location: Work from home, and on-site during CanUUdle. Access to a cell phone and computer with reliable internet required.

To Apply: Please prepare an application that includes:

- A C.V. detailing related job and volunteer experience
- Responses to the following application questions:
 - a. Why would you like to take on this position?
 - b. What skills and experience do you bring that would make you a good fit for this role?
- Two references, with email and phone contact info: one reference from someone within the Canadian UU Young Adult community, and one reference who can speak to your organizational and event planning experience.

Email application to the CUC Hiring Committee (jobs@cuc.ca), using subject line "CanUUdle Coordinator - *your name*". Please have all components of the application in one attached file, not in the body of an email.



Application deadline: **Tuesday, September 26 at 11:59 EST.**

CanUUdle Coordinator Responsibilities:

1. As the CanUUdle Coordinator:

- a. Work with the CUC YaYA staff to select co-deans and the rest of the staff team.
- b. Maintain regular check-in calls/meetings with the CUC YaYA staff throughout the planning period (every two to three weeks).
- c. Ensure that each CanUUdle staff member fully understands their position's duties and responsibilities and that they are supported in carrying out all tasks their position requires.
 - i. giving special attention to the Co-Deans and to the two other adult members on the CanUUdle staff team and coaching them about how to support other staff members as well
- d. Update the *Guide to Planning CanUUdle* website (in consultation with the CUC YaYA and CanUUdle Staff).
- e. Hold regular check-ins (2 times per month min) with the Co-Deans (over and above the "All Staff" calls).
- f. Ensure ongoing communication with the CanUUdle host church, including establishing common understanding of site rules, booking conditions, etc.
- g. Act as "CanUUdle Treasurer," including:
 - i. familiarizing the CanUUdle budget to the CanUUdle staff as needed
 - ii. recording/tracking all expenditures for CanUUdle
 - iii. providing a report of expenses to CUC YaYA and Financial staff
 - iv. submitting expense claims for yourself and CanUUdle staff members
 - v. updating the budget actuals at the end of the term
 - vi. sending final expenses and receipts to YaYA staff within 4 weeks of the end of CanUUdle
- h. Ensure that the co-deans and adults on CanUUdle staff receive a thorough briefing about rules and rule infraction and emergency procedures.
- i. At CanUUdle - help ensure an environment of safety and inclusivity, and address any rule violations with established CUC safety procedures.
- j. Generally support all CanUUdle staff with connecting and working effectively with each other and CUC staff, the Program Planning team, the Host Team and the Young Adult Planning Team members as needed.

2. Working closely with the CanUUdle Co-Deans ensure:

- a. Full CanUUdle staff team is appropriately selected and oriented.
- b. CanUUdle staff team has monthly or more frequent teleconference calls and has access to all planning materials needed (ie – CanUUdle Planning Guide, google docs, planning resources, teleconference information, etc.).



- c. An engaging and informative Orientation is run on the Opening night of CanUUdle, including a discussion of rules and consent.
 - d. All requirements for food and meals, transportation for participants during the Con, showering options/pool bookings, as well as all Con supplies (including T-shirts) are met in a timely and cost efficient manner.
 - e. Along with the Activities Coordinators and the Touch Group Coordinator, all responsibilities for planning daytime and evening activities are adequately divided up and carried out (examples of programming include: workshops, small and large group games, Touch Groups, group art projects, a dance, a Coffee House/Talent Show, scavenger hunt, a YOB led CUC chat, etc).
 - f. The full CanUUdle schedule is created and fleshed out by April 1.
 - g. At CanUUdle, the program remains somewhat on schedule, rules and the covenant are observed, and there is a safe, inclusive atmosphere for all.
 - h. CanUUdle evaluations are created and distributed to all participants at the Conference's end, and completed evals are given to the CUC YaYA Staff.
3. **Support the Worship Coordinators in:**
- a. Planning the three nightly CanUUdle worships (Friday, Saturday and Sunday evening) that are engaging, spiritually rich and contribute to the con theme.
 - b. Connecting with the Young Adult Worship planners in creating a Bridging ceremony and/or being involved in any aspects of the Sunday morning worship.
4. **Working closely with the CanUUdle Registrar:**
- a. Help publicize CanUUdle through social media, e-news, email lists and more.
 - b. Ensure that all staff are registered for CanUUdle.
 - c. Ensure they have all the info they need to create the Pre-Packet and that it is ready to go out by April 30.
 - d. Directly support the Youth Registrar in organizing and doing the on-site check in.
5. **Working closely with the Community Captain:**
- a. Identify all the CanUUdle 'nUUbies' (first time attendees) as well as all 18 – 20 year old youth for the CC to follow up with about being a part of a Youth Con for the first time and being involved in the Bridging events respectively.
 - b. That arrangements for travel and supervision are made regarding the Senior Bridging Youth attending the Youth and Young Adult Dinner.
 - c. Support them in planning for how to integrate any junior youth into the CanUUdle community who may join CanUUdle for the evening while the Senior Youth are at the Youth and YA dinner.
 - d. Help establish a "Spirit Corps" team to provide 24-hour support and monitoring to the con community.