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CazUUm Staff Roles

Read through the descriptions of staff positions below to get an idea of which positions you would like to apply for!

[Co-Deans \(2 youth\)](#)

[Tech Wizard \(1-2 youth\)](#)

[Activities Coordinators \(1-2 youth\)](#)

[Advisor's Advisor \(1 adult\)](#)

[Peer Chaplains \(1 youth and 1 adult\)](#)

[Community Captain \(1 youth\)](#)

[Social Media Coordinator \(1 youth\)](#)

[Chalice Circle Coordinator \(1 youth\)](#)

[Worship Coordinators \(2 youth\)](#)

Co-Deans (2 youth)

These fine people lead the planning and operation of the entire conference and are responsible for helping select the rest of the staff. The main role of the Co-Deans is *to delegate, empower and help others* to get their tasks done. If you prefer to have concrete jobs and really get into detailed planning this is probably not the best role for you. They work closely with the CazUUm Coordinator and the CUC Staff to oversee the whole program of CazUUm and create the con schedule.

During CazUUm, the Co-Deans are the head and hands of the conference – they hold it all together and are the public voice of the Con staff – making announcements, running orientation and keeping the community updated on everything that's going on.



Main Responsibilities of the Co-Deans:

- being the leaders of the Con staff team, including facilitating all planning meetings and keeping track of assigned tasks
- proposing the theme of the Con (this is a perk for taking on the bulk of the responsibility of the Con planning)
- holding the vision for the con and helping staff members plan programming that fits the vision and theme
- checking in with all the Con staff regularly and ensuring that planning is rolling along adequately
- being visible and engaged during the Con, checking in frequently with the Con staff and advisors to keep the Con running smoothly for the whole weekend

Qualities that make great Co-Deans include:

- big picture thinking and a sense of 'vision' for how they want the Con to turn out
- being strong delegators who are able to help others work through problems and tasks without doing their work for them
- organized and self-motivated, good at communicating regularly with the team
- good at working collaboratively with youth and adults
- being able to discern when to step in and help with more hands-on tasks when their staff need support
- strong public speaking skills (the Co-Deans are expected to make most announcements and run the Opening Orientation at the beginning of the Con)
- eagerness to ask for clarifications and help (instead of being a lone ranger or getting paralyzed if they don't understand something)
- willingness to check in frequently on how the rest of the Con staff is doing and no fear of providing frequent reminders about getting things done
- enthusiasm and passion for Cons, UUism and for leading other youth

Interested, but not sure whether being co-dean would be right for you? You can contact Casey Stainsby to talk it over at casey@cuc.ca or on Facebook at [Casey Stainsby CUC](#).



Tech Wizard (1-2 youth)

This is a new position specifically for online conferences. The Tech Wizard is someone who is very comfortable with computers/other devices and is able to support the rest of the team as well as participants with Zoom and any other platforms being used. They don't need to know everything from the outset, but must be willing to learn new skills and engage in troubleshooting in the moment. This role would ideally be combined with either the Social Media Coordinator or the Community Captain.

Tech Wizard responsibilities:

- Before the con, help other staff learn and become comfortable with the technologies
- During the con, take the lead on Zoom tech support, which may include: waiting room admitting, screen sharing, posting to the chat, muting, breakout room managing, and other host controls as needed.

Qualities needed for this role:

- Comfort with many of the existing technologies we use to plan and host youth cons (including Google Drive, Slack, and Zoom).
- Ability to quickly learn about new technologies and help others do the same
- Detail-oriented
- Clear communicator, able to be patient, encouraging, and help others learn
- Reliable internet connection and access to device (preferably a laptop or desktop computer, not just a smartphone)

Activities Coordinators (1-2 youth)

The Activities Coordinators are responsible for organizing all the workshops and major program activities that happen throughout the conference. They do not have to lead every activity, but



should make sure that there are leaders for each part. They work with the co-deans and staff team to make sure that the con program is engaging, spiritual, fun, safe and related to the con theme. This is a great position for someone who has lots of ideas and a strong understanding of how to build con community.

Main Responsibilities of the Activities Coordinators:

- planning and organizing all the workshops and major program activities that happen throughout the conference, including:
 - creating and planning the workshops and activities that will happen over the course of the Con weekend, ensuring most have a meaningful connection to the Con's theme
 - recruiting workshop and activity leaders, and offering support and guidance to them during the weekend
 - planning any bigger, large-group activities (ie – a coffee house, dance, scavenger hunt, etc)
- working with the Co-Deans to plan *when* all of the activities will happen so that they fit into the master schedule smoothly
- corresponding with any youth who have volunteered to lead a workshop, to help them fit their idea with the Con's theme and to find out what supplies or other supports they'll need
- providing a list of supplies needed for activities, while staying within the Con's budget

Qualities that make a great Activities Coordinator:

- being energetic, creative and comfortable working with groups of all sizes
- having a strong vision of what kinds of activities you want to plan
- able to recruit other leaders, delegate work, and support other staff
- having lots of ideas for fun, interesting, and engaging activities
- experience organizing events and working with groups



Advisor's Advisor (1 adult)

The Advisors' Advisor's (aka the Lead Advisor) main work is to provide support to CazUUm advisors before and during the con, and to help ensure they are well integrated into the community. This person acts as a liaison between CazUUm staff and the advisors before and during the Con.

Pre-Con responsibilities include:

- checking in frequently with and supporting the Co-Deans and other staff especially around program related planning (workshops, worship & special events etc.)
- representing advisor/adult concerns in CazUUm staff meetings
- updating the "Advisor FAQ" as needed, and sending out a pre-con email to advisors
- hosting one or two Advisor Orientation sessions on Zoom before the con, in partnership with the CazUUm Coordinator

Con responsibilities include:

- planning and facilitating the advisor orientation and daily advisor meetings
- planning an advisor check in workshop during the con (if time allows)
- mentoring new advisors about how to participate in the con community
- presenting advisors' appreciation and concerns at CazUUm staff meetings

Good attributes for this position include: a nuanced understanding of youth empowerment; previous experience attending Cons as an adult; good listening skills; experience as a youth advisor; comfort facilitating meetings; and strong knowledge of the appropriate role and boundaries of adult advisors.



Peer Chaplains (1 youth and 1 adult)

Chaplains are the spiritual resources for the conference community and their main duties come during the Con. They work with other staff members and youth at the conference to help ensure a healthy conference community, and are available to individuals who seek support (including the staff).

Before the Con, the Chaplains work with the Community Captain in planning how best to do outreach and include all the CazUUm first-timers both before and during the Con.

A great con chaplain should have: superb listening skills; strong empathy; strong personal boundaries and ability to deal with individuals in distress.

Training and Experience:

It is helpful to have UU youth chaplaincy training, but not required for this position. Youth may have gained skills and experience through peer mentor/support programs at school, peer listening workshops, lay pastoral care in a congregation, or through other learning opportunities. Chaplains will be given training before the con about safety guidelines, healthy boundaries, and crisis management procedure.

Adult Chaplains do not need to be ordained UU ministers (although Ministers and seminarians are welcome!) but they do need a good understanding of the spiritual and emotional needs of youth, as well as some pastoral care experience.

Community Captain (1 youth)

The Community Captain helps to create an awesome and inclusive con community where everyone feels as comfortable and safe as possible. They work closely with the Activities Coordinators, Chaplains, and the CazUUm Coordinator to ensure that first-time CazUUm



participants are particularly welcomed and integrated into community. Ideally this person would also provide tech support during the con.

Main Responsibilities of the Community Captain:

- ensuring that everyone, but in particular first time Con participants, are actively welcomed and integrated into the Con community
- planning and running icebreakers and games at the beginning of the con that will start to build community
- planning and leading a “nUUbie” orientation with support from the Co-Deans and/or one of the Chaplains (or another staff)
- working closely with the Co-Deans to plan the Con’s Opening Orientation
- Support other con activities as needed, such as the Coffee House and/or Dance
- Provide tech support to other staff as needed

Qualities that make a great Community Captain:

- being passionate about creating inclusive community, fostering friendships and discouraging cliques
- a good understanding of how to go about building a welcoming and inclusive conference community
- a sensitive ‘radar’ for gauging the energy and mood of the Con community over all and sensing ‘where people are at’
- knowledge of various games and activities they can draw on easily if community building is needed at any point, or if there’s extra unforeseen waiting time
- being comfortable leading groups of all sizes
- strong listening and problem-solving skills in case problems in the community arise that need addressing (ie – cliques, bullying, inappropriate behaviour, etc)

Social Media Coordinator (1 youth)



The Social Media Coordinator is responsible for helping to publicize and promote CazUUm and for documenting and sharing con memories. Responsibilities include helping to design a poster, promoting the con through social media, taking screen shots during the event, and sharing them with attendees afterwards. Ideally this person would also provide tech support during the con.

Social Media Coordinator responsibilities:

- working with the CazUUm Coordinator to promote CazUUm to Canadian Youth
- publicizing the con and registration deadlines through the CazUUm Facebook Event, Facebook groups and Instagram
- managing the [CanUUdle Instagram](#) account before the con to drum up excitement and remind youth about registration dates
 - they may also like to do an Instagram takeover of the @yayasofcanada account
- During the con: document the experience and participants with photo and/or video
- posting to the CanUUdle Instagram during the con, as appropriate, to connect with youth and adults who are not attending
- posting highlights to Instagram and Facebook after the con, as necessary
- working with the CazUUm Coordinator to make sure all photos/videos/screen shots are uploaded to a CUC-owned platform (ie. Google Drive or Google photos)

Qualities needed for this role:

- strong knowledge and familiarity with available technologies
- comfort using social media, especially Facebook and Instagram
- great communication skills and ability to write posts and captions
- dedication to seeing a project through to its end, as well as being able to work well in a largely self directed manner and dedication
- creativity and organizational skills



Chalice Circle Coordinator (1 youth)

The Chalice Circle Coordinator helps con goers get to know each other better in small groups by coordinating Chalice Circle sessions. They are responsible for planning activities for Chalice Circle, and recruiting, training and supporting Chalice Circle leaders.

Main Responsibilities of the Chalice Circle Coordinator:

- planning all of the Chalice Circle sessions for the conference, including putting together a fairly detailed outline/script of each session that provides suggested activities and resources for Chalice Circle Leaders to use with their group
- recruiting all the Chalice Circle Leaders ahead of time – from people who volunteer on their registration form, and by finding others who would be a good fit
- diving con participants into Chalice Circles ahead of time, using registration information, and sharing this information with the CazUUm Coordinator and Tech Wizard so they can set up the breakout rooms
- working with the co-deans to determine when the Chalice Circle sessions will happen in the con's schedule

Qualities that make a great Chalice Circle Coordinator:

- having a strong understanding of how to create safe space
- having lots of ideas about how to create meaningful and deep Chalice Circles that include both silly *and* spiritual activities that are engaging, and will encourage sharing, bonding and spiritual growth
- being organized
- being an approachable and strong communicator with both youth and adults
- a good facilitator and comfortable working with groups of all sizes

Worship Coordinators (2 youth)

The Worship Coordinators plan daily CazUUm worships, and a closing circle on the last day. Together they are also responsible for working with the Young Adult Worship Coordinators in



creating and leading the Bridging Worship. They may also be involved in the National Sunday Service, if they want to be. The Worship Coordinators can also recruit interested participants to assist them in leading the CazUUm worships.

Desired attributes for this position include:

- prior experience planning and leading worship (either for a youth Con/event, for their youth group, or their congregation)
 - our goal this year is to pair a less experienced youth with someone who has done this role before, so please still apply if you don't have experience but are interested in learning!
- comfort in creating slide show presentations, integrating videos and music and generally be interested in creating a multimedia worship experience
- having a “worshipful presence”
- being an excellent facilitator
- being creative and insightful
- being adaptable to the circumstances of the conference
- being able to collaborate effectively
- having song leading experience or other musical talents is also helpful.