



CUC CanUdle Coordinator Position: 2023-2024

Job Title: CanUdle Coordinator

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 planning and running of CanUdle, focusing especially on organizational and logistical tasks.
2. **Works closely with CUC Youth & Young Adult Program Manager** to ensure all planning aspects of CanUdle are carried out thoroughly.
3. **Coordinates logistical aspects** of CanUdle, including the site, transportation, pool or showers, food and volunteer recruitment (in partnership with host congregation).
4. **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.
5. **Ensures that all CUC safety policies and protocols are followed** during the con.

For a full description of all job responsibilities see pg. 3

CanUdle Coordinator Qualifications

Required:

- Experience working with youth, preferably in UU settings
- Passion and enthusiasm for mentoring and ministering to and with youth
- Familiar with Canadian youth con structures and culture, as well as congregational dynamics
- Strong organizational skills, detail-oriented, with the ability to work independently with minimal supervision
- Ability to handle multiple tasks and deadlines
- Excellent communication skills, including the ability to build strong relationships with host planning teams and local congregational staff
- Ability to work with diverse personalities, manage conflict in a healthy, proactive manner, and build a strong, collaborative team
- Proactive planner and communicator, comfortable asking for help
- Commitment to inclusive and anti-oppressive practice in event planning and working 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 CanUUdle, including a pre-orientation with all CanUUdle staff and a post Con debrief (Thursday, May 16 – Monday May 20, 2024)
- Must be at least 21 years of age and have a valid, current vulnerable sector check (to be obtained before start of work)

Assets:

- Experience being on CanUUdle 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 driver's license
- Interested in holding the position for 2 years

Reporting to: Casey Stainsby, Youth and Young Adult Program Manager

Time/Hours: Contract position from Nov 27, 2023 to June 15, 2024 (approx).

Breakdown of estimated hours through the year:

December: 12 hrs/month (includes a few hrs in the last week of Nov)

January - February: 20 hrs/month

March - April: 35 hrs/month

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

June: up to 8 hours as required for final wrap up

Pay and Compensation: Honorarium of \$4,600 (\$20 per hour), plus all travel expenses.

Covered expenses:

- Travel to and from CanUUdle location* (Edmonton, AB in 2024)
- 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 youth 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, November 7, 2023 at midnight PST

Interviews: November 13-17, 2023

CanUUdle Coordinator Responsibilities:

1. As the CanUUdle Coordinator:

- Work with the CUC YaYA Program Manager to select co-deans and the rest of the staff team.
- Maintain regular check-in calls/meetings with the Program Manager throughout the planning period (every two to three weeks).
- Keep a record of hours worked (timesheet will be provided).
- 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.
 - 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
- Update the *Guide to Planning CanUUdle* website (in consultation with the Program Manager and CanUUdle Staff).
- Hold regular check-ins (2 times per month min) with the Co-Deans (over and above the “All Staff” calls).
- Ensure ongoing communication with the CanUUdle host church, including establishing common understanding of site rules, booking conditions, etc.
- In collaboration with the Program Manager, make sure all youth are matched with an advisor and that the youth, their parent(s), DRE and advisor are all informed. Additionally, provide each advisor with more details about their advisee’s needs as reported on the registration form prior to the con.
- Act as “CanUUdle Treasurer,” including:
 - familiarizing the CanUUdle budget to the CanUUdle staff as needed
 - recording/tracking all expenditures for CanUUdle
 - providing a report of expenses to Program Manager and Financial staff
 - submitting expense claims for yourself and CanUUdle staff members
 - updating the budget actuals at the end of the term



- vi. sending final expenses and receipts to the Program Manager within 4 weeks of the end of CanUUdle
 - j. Ensure that the co-deans and adults on CanUUdle staff receive a thorough briefing about rules and rule infraction and emergency procedures.
 - k. At CanUUdle - help ensure an environment of safety and inclusivity, and address any rule violations with established CUC safety procedures.
 - l. 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 Chorus 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. A communication channel for the staff team's planning is selected and all staff are trained in its use [email, Discord, Slack, Messenger, etc.].
 - c. CanUUdle staff team has monthly or more frequent video conference calls and has access to all planning materials needed (ie – CanUUdle Planning Guide, google docs, planning resources, video conference information, etc.).
 - d. All staff are registered for CanUUdle.
 - e. The full CanUUdle schedule is created and fleshed out by April 1.
 - f. A Pre-Packet is created, with a message from the co-deans and input from other staff, and that it is ready to go out by April 30.
 - g. Two staff (usually a Co-Dean and Chaplain) are directly supported in organizing and doing on-site check in.
 - h. An engaging and informative Orientation is run on the Opening night of CanUUdle, including a discussion of rules and consent.
 - i. All requirements for food and meals, transportation for participants during the Con, showering options/pool bookings, as well as all Con supplies are met in a timely and cost efficient manner.
 - j. Along with the Activities Coordinators and the Chalice Circles 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, Chalice Circles, group art projects, a dance, a Coffee House/Talent Show, scavenger hunt, a YOB led CUC chat, etc).
 - k. At CanUUdle, the program remains somewhat on schedule, rules and the covenant are observed, and there is a safe, inclusive atmosphere for all.
 - l. CanUUdle evaluations are created and completed electronically by all participants onsite at the Conference's end.
- 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 Social Media Coordinator/Memory Keeper:**
 - a. Help publicize CanUUdle through social media, e-news, email lists and more.
 - b. Ensure that plenty of photo documentation of CanUUdle is captured, including a picture of each person registered and a group photo.
 - c. Support the creation of a “Mugbook” (photo album, usually online using Flickr, Google photos, or Dropbox) and distribute it to all registrants within one month of the con.
5. **Working closely with the Community Captain:**
 - a. Identify all the CanUUdle ‘nUUBies’ (first time attendees) as well as all 18 – 19 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 Bridging 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.
6. **Support the Youth and Adult Chaplains in:**
 - a. Providing safe, spiritual and non-judgmental care at CanUUdle. Host an additional training meeting with the chaplains before CanUUdle if they have not attended a Peer Chaplaincy Training or chaplained a con before.
 - b. Responding appropriately to care requests that are beyond the scope of a chaplain (eg. inform the Program Manager immediately of any potentially reportable situations and proceed according to their instructions).
7. **Working closely with the Advisor’s Advisor:**
 - a. Update the Advisor FAQs for the current year and circulate them to the advisors two weeks prior to CanUUdle. Answer any questions from advisors leading up to the con.
 - b. In collaboration with the Program Manager, host an Info Session for advisors one month prior to CanUUdle.
 - c. Provide a time in the schedule for an “advisors’ workshop,” planned and facilitated by the AA.
 - d. Facilitate daily advisor check-ins at CanUUdle and make sure all advisors are well supported during the con.