

Position Description
Youth @ General Synod 2011 Coordinator(s)

Event Dates/Location: June 29 – July 6, 2011 (includes travel days)/Tampa, Florida

Duration of position: October 2010 – July 2011

Approximate time commitment: 3-10 hours per week during planning stages (October, November, December, January, February, March); 10-20 hours per week during registration process and final event planning months (April, May, June); will be on-call as emergency contacts and coordinators during the event.

General Description: The Iowa Conference UCC seeks an adult and a high school youth team (preferably from the same church) to coordinate all administrative details for the Youth @ General Synod event. These candidates will be interested in improving their own leadership skills and have a passion for youth ministry and the wider church. The people holding this temporary, contracted position will report to Nicole Havelka, the associate conference minister for youth and young adult ministries and will work closely with conference administrative staff and national event coordinators. They will also collaborate with a small “visioning team,” which will aid in setting the tone and vision for the event.

Qualified candidates will be:

- Detail-oriented – able to manage a lot of administrative details related to event plans such as registration, transportation, hospitality and general program management.
- Excellent communicators – able to do pre-event advertising using email, social networking and personal visits to local churches and association meetings, keeping people up-to-date on event details, competent at returning email, phone calls, Facebook messages and other communications with participants.
- Reliable – will be prompt and reliable in attending meetings and responding to communication.
- Flexible – will be able to adapt quickly as new needs for the event arise.
- Creative – will be think “out-of-the-box” in planning program and building community for the youth and adults attending Youth @ General Synod program.
- Collaborative – will be able to work together with Nicole Havelka, the visioning team, conference support staff and the event coordinator at the national setting of the church.
- Good teacher – (for the adult in the pair) be able and willing to share work fully with the youth with whom you are paired, teaching and coaching them how to do work rather than doing it all yourself.
- Cool head – be able to calmly handle issues and challenges that arise before, and especially during, the Youth @ General Synod event.
- Consistent – be able to stick to timelines and enforce policies and deadlines.
- Personable – work well with diverse groups of people.
- Accessible – have ready access to a functioning computer, high-speed internet connection and cellular phone.

Position responsibilities include:

- Recruiting and gathering a “visioning team” of 5-6 adult leaders and youth from throughout the Iowa Conference UCC who will help discern the vision for this event. Conduct 1-2 meetings of the visioning team during the fall of 2010 either in person or via videoconferencing/conference call.
- Research and plan for group airline transportation, create registration process for Iowa conference group (with assistance from Iowa Conference support staff and in collaboration with national church staff), communicate event details to participants.
- Prepare advertising materials for the event and ensure that they are published in a timely manner (with the assistance of Iowa Conference support staff). Ensure that people attend and advertise at appropriate association and conference events/gatherings.
- Plan and lead Iowa Conference youth program before and at the General Synod event.
- Serve as the primary information contacts for adults and youth attending Youth @ General Synod before and during the event. (You will be provided with a conference email address and phone extension for this purpose.)
- Participate in conference calls and other meetings sponsored by the national church regarding this event.
- Meet via videoconference regularly with Nicole Havelka for supervision and training.
- Other duties related to the event as assigned.

Compensation (per person):

Value

- Cash stipend paid in three installments, October 2010, February 2011, June 2011 \$300
- Scholarship toward youth ministry or leadership development event (must be approved by Nicole Havelka) \$250
- Travel, registration and expenses paid for Youth @ General Synod (approximate) \$500
- Approved pre-event travel expenses paid (for meetings, etc.)
- Webcam and other minor technology upgrades necessary to perform your duties. (purchases must be approved)
- Leadership training with Nicole Havelka on the following topics: Priceless
 - Ministry of Hospitality
 - Christian Leadership
 - God’s Purpose & Planning
 - Other topics of interest

Application Process

Please email (no snail mail, please) a letter of interest, and list of community and extra-curricular involvement, church involvement and membership and volunteer projects to Nicole Havelka (nicole@ucciaconf.org). Both candidates should include three personal references including phone number and email address. Adults should attach a résumé. Application deadline August 20, 2010.