



GLSEN Greater Cincinnati Position Announcement for Part-Time Youth Group Co-Coordinator

The Gay, Lesbian and Straight Education Network (GLSEN) Greater Cincinnati is looking to hire **two part-time contractors for the GLSEN Greater Cincinnati Youth Group**. The GLSEN Greater Cincinnati Youth Group will meet weekly on Sundays from 3-5pm. The Youth Group will be a weekly meeting for Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) high school age students and straight allies who hope to come together in a fun, safe and supportive environment. GLSEN Greater Cincinnati strives to assure that each member of every school community is valued and respected regardless of sexual orientation or gender identity and expression.

Summary of Duties

Each Contractor will be expected to work approximately 5 hours per week. Until Youth Group is launched, contractors will coordinate trainings for volunteer facilitators, schedule potential speakers and support the Youth Group Committee in tasks needed for the Youth Group kick-off.

Once launched, 3 hrs/week will be involved with the Youth Group Meeting. Responsibilities include:

- Attend the Youth Group from 2:30pm – 5:30pm every Sunday
- Open and lock up the meeting space at Mt. Auburn Presbyterian
- Facilitate the weekly meeting periodically
- Set-up for speakers/presenters for the meeting
- Support volunteer facilitators throughout the meeting
- Maintain records of attendees and volunteers

2 hrs/week will be involved with supporting the Youth Group. Responsibilities include:

- Provide monthly reports to the GLSEN Greater Cincinnati Board and attending monthly meetings
- Attend meetings of the Youth Group Committee
- Attend monthly meetings at Mt. Auburn Presbyterian
- Conduct trainings for volunteer facilitators
- Schedule presenters for the Youth Group
- Coordinate activities with co-contractor

Supervision

These positions will report to the Co-Chairs of GLSEN Greater Cincinnati.

Position Length

These positions will be effective from November 1, 2011 – May, 2012. Additional details on length of positions will be shared in interview.

Skills and Experience

Preferred candidates will have experience working with youth, maintain an in-depth understanding of the LGBTQ community, demonstrate leadership in creating safe spaces for youth, comfortable in public speaking and group facilitation settings and be strong, collaborative team players with the ability to work without direct supervision.

Interested candidates should send a resume and a cover letter highlighting experiences and detail ability to Kathy Laufman at info@glscincinnati.org by Friday, October 21.