

JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION
JOB DESCRIPTION
ACTING DIRECTOR OF RELIGIOUS EDUCATION

This job description is intended to outline the expectations of the Acting Director of Religious Education for the James Reeb Unitarian Universalist Congregation.

Objectives of the Position:

The Acting Director of Religious Education, with the assistance of the Religious Education Committee, will plan, coordinate, and oversee the children's Sunday religious education program. This position is temporary and is anticipated to terminate on January 31, 2015; it may be extended by mutual agreement.

Primary responsibilities include:

- Plan Religious Education (RE) programming for every Sunday, and oversee programming three Sundays per month (9:00 a.m. to 12:00 p.m), from hire through January 2015. This schedule should be determined in consultation with the RE Committee at the monthly RE Committee meetings.
- Assist the Minister in organizing and leading multigenerational services upon request.
- Recruit, orient, and support teachers; including filling in for teachers in an emergency.
- Communicate with and greet parents and children on Sunday mornings.
- Distribute Sunday morning snacks, monitor snack supplies, and ask congregation for snack donations as needed.
- Ensure that children attending the RE program are registered in the program.
- Collect and record attendance data.
- Maintain and identify needs for curricular resources, supplies, and equipment for Sunday mornings.
- Plan and hold a teacher refresher in early January 2015, and coordinate spring semester curricula with teachers and the Minister.
- Attend one 2-hour RE Committee meeting (third Tuesday of each month at 6:00 p.m.), and one 1-hour supervisory staff meeting per month (arranged at a mutually convenient time).
- Write monthly newsletter articles, maintain weekly contact with RE families to share what children are learning, and make follow-up calls to new and member families; other communication as needed.

Reporting

The Acting Director of Religious Education is supervised by the Minister.

Qualifications/Skills Required:

- Training or experience in working with children and families
- Self-directed worker with strong organizational and communication skills
- Desire to connect with children and families
- A criminal background check is required
- Knowledge of Unitarian Universalism is helpful
- A Bachelor's degree is preferred

Compensation:

\$12-15 per hour for 5 hours per week. Additional hours may be offered in January for second semester planning.

To Apply:

Submit a letter of application by close of business Friday, October 31, to Karen Quinlan, Minister, at revkaren@jruc.org.

Your letter should describe your qualifications and your interest in the position, and should include contact information for two personal references and two professional references.