First Unitarian Universalist Society in Newton
Assistant Director of Religious Education Job Posting

Reports to: Director of Lifespan Religious Education
Status: Part-time at 25 hours/week for 10 month/year

General Summary

The Assistant Director of Religious Education provides overall support to the Director of Lifespan Religious Education (DLRE). She/he is responsible for the Children's Religious Education program, and assists in other areas as required. The person in this position reports to the DLRE. FUUSN maintains a demonstrated commitment to social justice and inclusivity including in hiring. Applicants representing a wide range of sociocultural identities and backgrounds are encouraged and welcomed.

Program

- Maintains and organizes educational resources for participants in the Children's Religious Education Program, including inventories of regular supplies, inspection/organization of classrooms, maintenance of the Children's RE Library
- Prepares and organizes weekly classroom supplies for grade-specific projects
- Coordinates weekly teacher staffing, ensuring sufficient teachers are provided for each classroom
- Responds to individual inquiries from current and potential participants in the Children's Religious Education Program
- Works with the DLRE to communicate (email, newsletters) with parents, volunteers, and general membership regarding Children's RE programming
- Works with the DLRE and Children's Religious Education (CRE) Committee to plan and execute annual Teacher Orientations and ongoing trainings throughout the year
- Works with DLRE and CRE Committee to review, select and acquire curricula consistent with principles of social justice and inclusivity
- Works with the DLRE and the CRE Committee to provide for special programming and celebrations on non-teaching Sundays
- Greets and provides information to members, visitors, and volunteers

Administration

- Assists and supports annual teacher and volunteer recruitment
- Maintains up-do-date calendar of Children's Religious Education programming and works collaboratively with the DLRE and other FUUSN staff regarding scheduling needs

- Maintains accurate and up-to-date records of the Children's Religious Education Program, including participants, parents, teachers, and other volunteers
- Requests and maintains records of Participant and Teacher Feedback
- Attends monthly Children's Religious Education Committee meetings, and periodic RE Council meetings
- Collaboration with Youth Programs Coordinator to identify, recruit, and oversee youth teachers for RE classrooms and special events
- Hires and supervises Nursery staff and classroom aides
- Tracks expenses and assists the DLRE with budget forecasting for Children's Religious Education Program budget
- Attends weekly staff meetings and individual supervision sessions with DLRE

Other
- Maintains membership in appropriate professional organizations (LREDA)
- Attends professional meetings, conferences and workshops when possible
- Performs other job-related duties as required by the DLRE and/or minister

Knowledge, Skills, and Abilities Needed
- Knowledge of Unitarian Universalism (i.e. identity, history and theology)
- Familiarity with Our Whole Lives (OWL) Lifespan Sexuality Education Programming
- Proficiency with technology as needed (email, website, documents, data base management, spreadsheets, Audio/Visual)
- Relational, organizational, and communication skills
- Demonstrated commitment to social justice and inclusion related to all sociocultural identities
- Basic understanding of special needs populations as relates to RE
- Creativity and initiative
- Energy and enthusiasm for working with a multi-age volunteer community
- Experience working with all age groups

Salary
- Commensurate with experience and credentials. FUUSN is a fair compensation congregation and will pay within the UUA recommended salary range for a mid-size congregation in geographic area 5.

How to apply
- Send letter of interest and resume via email to: ADREsearch@fuusn.org
- Application deadline is May 1, 2019