

Job Description

Title: **Assistant Director of Religious Education and Youth Programs**

Type: Full-Time (10 months per year, August 15th-June 15th)
Salaried

Availability Requirements: Sundays, weekly Tuesday staff and supervision meetings, monthly committee meetings, occasional retreats and overnights, flexibility to do some work from home

General Summary:

FUUSN is home to a robust and comprehensive lifespan religious education program including children's religious education, Coming of Age, Our Whole Lives (OWL), youth programming, and adult faith development. The Assistant Director of Religious Education and Youth Programs is a full-time position providing overall support to the Director of Lifespan Religious Education (DLRE). The Assistant Director is primarily responsible for administrative support of the children's religious education program and for programmatic development and leadership of youth programs, but assists in other areas as required. The person in this position reports to the DLRE, serves on the Children's Religious Education Committee (CRE), and joins a dedicated professional staff supporting a large and active congregation. FUUSN maintains a demonstrated commitment to social justice and inclusivity in hiring. Applicants representing a wide range of sociocultural identities and backgrounds are encouraged to apply.

Program:

- Prepares and organizes weekly curriculum and classroom supplies
- Manages volunteer teacher staffing for children's RE program
- Maintains and organizes educational resources, including regular inventory of supplies, inspection/organization of classrooms, and maintenance of the Children's RE Library
- Works with youth, DLRE, and volunteer adult advisors to organize and support regular youth group meetings and additional youth activities throughout the year
- Identifies and supports youth in planning and organizing events throughout the year
- In collaboration with the DLRE and volunteer advisors, develop programming for monthly junior youth group meetings
- Works with the DLRE to communicate clearly and regularly (including email and newsletters) with youth, parents/guardians, volunteers, and the congregation at large regarding children's RE and youth programming
- Works with the DLRE and CRE Committee to plan and execute annual teacher orientations and ongoing trainings/support throughout the year
- Works with DLRE and CRE Committee to review and select curricula that enriches and furthers the spiritual development and growth of participants

Administration:

- Maintains up-to-date calendar of all religious education programming and works collaboratively with the DLRE and other FUUSN staff regarding scheduling needs

- Maintains accurate and up-to-date records for religious education program, including participants, parents, teachers, and other volunteers
- Requests and maintains records of participant and teacher feedback
- Assists and supports annual teacher and volunteer recruitment across all areas of religious education programming
- Attends monthly CRE meetings, periodic RE Council meetings, and leads quarterly Youth Circle meetings
- Hires and supervises youth providing childcare at congregational events, nursery staff, and weekly classroom aides for children's RE programming
- Chaperones occasional youth weekend events and overnights
- Oversees adult advisors and schedules chaperones for youth events
- Tracks youth budget and expenses, and assists the DLRE with budget forecasting for the overall program
- Attends weekly FUUSN staff meetings and individual supervision meetings with the DLRE

Other:

- Maintains membership in appropriate professional organizations including LREDA
- Attends professional meetings, conferences and workshops when possible

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)
- Strong relational, organizational, and communication skills
- Demonstrated commitment to social justice, equity and inclusion
- Basic understanding of special needs populations as relates to RE
- Creativity and initiative
- Energy and enthusiasm for working with a multi-age volunteer community
- Comfort working with youth from birth through young adulthood

Qualifications:

- Must be 25 years old or older
- Experience in coordinating and supporting volunteers and facilitating meetings
- B.A. or B.S. college degree or equivalent experience in a youth-related field
- Comfort with Google products, email, and social networking

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 III congregation in geographic area 5.

How To Apply

- Send letter of interest and resume via email to: ADREsearch@fuusn.org
- Accepting applications through April 1st, 2020