

**Job Description**

Title: **Assistant Director of Religious Education**

Type: Part-time 20 hours per week

10-month position running August 15<sup>th</sup>, 2021 through June 15<sup>th</sup>, 2022

Salaried

Availability Requirements: Sunday mornings, weekly Tuesday staff and RE team meetings, monthly committee meetings (1-2 evenings monthly), flexibility to do some work from home

**General Summary:**

FUUSN is home to a robust and comprehensive lifespan religious education program. The Assistant Director of Religious Education is a part-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 (16-18 hours/week) and youth programs (2-4 hours/week). 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 is an intentionally liberal religious community, committed to social justice and inclusivity in religious education teaching and hiring. Applicants representing a wide range of sociocultural identities and backgrounds are encouraged to apply.

**Program**

- Prepares and organizes weekly religious education curriculum and classroom supplies
- Manages large team of volunteers to provide programming for 100+ children and youth
- Maintains and organizes educational resources including regular inventory of supplies, inspection/organization of classrooms, and maintenance of the children's RE Library
- Supports Youth Teachers in their role, attends monthly Youth teacher bagel breakfast
- Communicates regularly with families and religious education volunteers, including maintenance of weekly Parent and Teacher Mailchimp postings
- Works with the DLRE and CRE Committee to plan and execute annual teacher orientation and ongoing trainings 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-do-date calendar of religious education and youth program activities, 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 registration, attendance and teacher schedule
- Assists and supports annual teacher and volunteer recruitment efforts
- Tracks expenses and assists the DLRE with budget forecasting for the overall program
- Attends weekly staff meetings and individual supervision meetings with DLRE

### **Other**

- Maintains membership in appropriate professional organizations including 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 Sought:**

- B.A. or B.S. college degree or equivalent experience in a youth-related field
- Strong relational, organizational, and communication skills
- Demonstrated commitment to social justice, equity and inclusion related to all sociocultural identities
- Experience in coordinating and supporting volunteers
- Basic understanding of special needs populations in a spiritual education setting
- Creativity and initiative
- Energy and enthusiasm for working with a multi-age volunteer community
- Experience working with diverse age groups
- Proficiency with technology as needed (Zoom, google suite, Mailchimp, data base management, spreadsheets, Audio/Visual)
- Knowledge of Unitarian Universalism a plus (i.e. identity, history and theology)
- Familiarity or interest in learning Unitarian Universalist curricula including Tapestry of Faith and Our Whole Lives (OWL) Lifespan Sexuality Education Programming

### ***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](mailto:ADREsearch@fuusn.org)
- Accepting applications through August 1st, 2021