



# Unitarian Universalist Fellowship of Ames

Growing *spiritually*. Creating *community*. Striving for *justice*. Learning to *love*.

## Job Description Religious Educator

### UUFA Mission Statement

Growing *Spiritually*. Creating *Community*. Striving for *Justice*. Learning to *Love*.

### Position Description

The Religious Educator plans and administers a comprehensive religious education program for children (birth - 12th grade) using UU religious education curricula and programs. This staff member supports the Unitarian Universalist Fellowship of Ames (UUFA) Mission and RE Vision by ensuring that all parts of the RE program operate smoothly, including recruitment, training, and coordinating of volunteers.

The Religious Educator works 40 hours per week, 12 months of the year. This is an hourly position. The Religious Educator reports to the UUFA Minister or a designated staff member. The Religious Educator works on Sunday mornings, and other times as needed, including attending RE Committee meetings. The Religious Educator plans and coordinates all aspects of the UUFA RE program in collaboration with the RE Committee.

The Religious Educator will participate in professional development activities to further skills related to the position.

### Required Experience

- Professional experience and/or education in any of these areas: faith development, religious education, child development, education, family services or a closely related field.
- Embody the principles and values of Unitarian Universalism or other liberal religious tradition.
- Experience using various technologies to facilitate multi-platform programming, including virtual platforms.

### Preferred Qualifications

- Bachelor's degree in education (or related field) or equivalent combination of education and experience.
- CPR/First aid certification.

### Required Skills and Characteristics

Candidate must be able to:

- Follow UUFA policies and procedures, including RE safety guidelines and emergency procedures.
- Maintain a professional demeanor.
- Enjoy working with children and families.
- Supervise and coordinate both staff and volunteers.
- Proficiency with common office and communication software.
- Clearly communicate in a professional manner.
- Manage and maintain accurate records (e.g. time sheets, attendance records, RE budget).
- Maintain an active membership with LREDA (Liberal Religious Educators Association)
- Pass a background check and complete mandatory reporter training.

## **Primary Responsibilities**

The Religious Educator has specific responsibilities in three areas: planning and coordinating RE program activities; communicating about RE activities; and maintaining RE facilities.

### **Planning and Coordinating RE Program Activities**

- Collaborate with the RE Committee to plan RE programming from birth through grade 12. This includes: structuring classrooms for optimal student/teacher ratios, selecting curriculum and preparing lesson plans, planning yearly scope and sequence for RE classes Pre-K through grade 12, and coordinating special RE programs (such as RE Sunday services, field trips, parties, summer camps, etc).
- Coordinate weekly RE program activities.
- Recruit, train, and support RE volunteers through weekly contact about the RE program activities.
- Manage program budget and available supplies and purchase materials as needed.
- Organize volunteers to ensure that all RE programs are properly supervised. Identify appropriate substitutes, when needed.
- Hire, train, and coordinate childcare providers.
- Attend monthly RE Committee meetings as scheduled by the RE Committee and prepare a monthly report, including monthly attendance.

### **Communicating About RE Activities**

- Collaborate with the Minister and the RE Committee to determine the RE schedule and communicate it to teachers and families.
- Provide information about the schedule to the administrative staff for announcements and inclusion in the monthly newsletter, orders of service, and weekly emails.
- Attend regular staff meetings and promptly communicate RE happenings to the Minister and administrative staff.
- Communicate regularly with high school youth advisors.
- Recruit coordinators/facilitators for the Coming of Age (COA) and Our Whole Lives (OWL) programs. Communicate regularly with (COA) and (OWL) program facilitators to manage the logistics of these programs.

### **Maintaining RE Facilities**

- Be present during Sunday morning RE programming.
- Ensure that RE participants have the necessary space and materials to participate in programming. Have the RE classrooms stocked and ready before teachers and RE children arrive.
- Check and tidy the RE classrooms after classes are finished and all children and teachers have left.
- Manage RE supply storage room and maintain a clean, organized storage space.

## **Religious Education Vision Statement**

*We are a caring community of diverse individuals who come together to provide an environment that nurtures and educates our children, stimulates the study and practice of ethical and liberal religious ideals, supports the creative spirit in us all, and demonstrates concern for the environment and the broader community.*