



# Unitarian Universalist Society of Martha's Vineyard

## Job Description

**Title:** Religious Education Director

**Position Summary:** The Director of Religious Education provides lifelong learning leadership; evaluates supports, and innovates an exceptional religious exploration program for children and youth. The position works with the Lifelong Learning Committee and Minister to design and implement programming including training and supervising staff and volunteers.

**Responsible to:** Minister (with support from the Lifelong Learning Committee)

**Purpose:** Plan and implement the childcare, children and youth religious exploration programs.

**Status:** Exempt, part-time (.27 fte)

**Working Conditions:** Many responsibilities can be completed at home or other locations, but a portion of the hours are performed supervising the children's RE program at the program location on Sunday mornings. Works approximately 13 hours per week for the 4 weeks each month from September through June; works approximately 40 hours during July and August.

**Qualifications:** The qualified candidate will have some but may not have all of the following:

- Educational degree or experience in Child Development, Education, or related field,
- Experience in project management and volunteer coordination,
- Familiarity with the UU Principles, sources, and traditions,
- Experience leading a UU Religious Exploration program,
- Other comparable work with children and youth.
  
- May not be a member of UUSMV

### Responsibilities:

1. Planning for Sunday Sessions:
  - a. Session Planning: This includes planning the curriculum based sessions for the children and youth groups along with gathering the necessary materials.
  - b. Planning Children's Chapel: This includes planning the Children's Chapel sessions which include all age groups and are scheduled 1 time per month.
  - c. Planning Universal Justice projects: This includes planning a project for all age groups to be conducted within the Sunday session up to 1 time per month.
  - d. Collaborating on Intergenerational Services: This includes collaborating with the Worship Coordinator for planned Intergenerational services up to 3 times per year.
2. Recruiting Volunteers from the congregation to:
  - a. Work as a team of 2-4 to lead or assist one of the children/youth groups' curriculum-based sessions;
  - b. Assist the RE Director with a Children's Chapel.
  - c. Lead or assist with the Universal Justice projects or Multi-generational services.
  - d. Lead or assist with Celebration sessions.
3. Providing orientation and training for volunteers:
  - a. Share the joy and spiritual development that one can gain from this ministry;
  - b. Provide support through coaching, team development, and sharing resources;

- c. Ensure that volunteers understand the Lifelong Learning policies and procedures.
  - d. Model and support the volunteers through direct modeling and hands on assisting.
4. Provide Welcome and Support to Families
- a. Welcome, orient and assist new children and families with visitation and/or registration
  - b. Maintain ongoing and regular communication with parents, including preview and review of Sunday sessions.
  - c. With LLL Committee, plan at least quarterly family get-togethers.
5. Program Supervision/Support
- a. Required to be onsite during Sunday sessions to oversee/fill-in when necessary. This time can be used for lesson planning on days when RE Director is not needed to lead.
  - b. Ensure adherence to UUSMV Lifelong Learning and other UUSMV policies and procedures.
6. Providing Administrative Oversight
- a. Manage RE registration. Keep accurate records for attendance, programs, financial expenditure and other related documentation.
  - b. Communicate effectively with the congregation about religious exploration using UUSMV Friday emails, UUSMV monthly newsletter; UUSMV website, UUSMV Facebook page UUSV Family Facebook group, UUSMV bulletin board.
  - c. Provide calendar updates to the administrative assistant as activities are scheduled;
  - d. Maintain Children's library/educational materials/supplies;
  - e. Prepare Annual Report;
  - f. Assist in recommending annual budget to submit to the Finance Committee;
  - g. Participate monthly Children's Lifelong Learning Committee.
  - h. Meet regularly with day-to-day supervisor
7. Professional Development
- a. Keep abreast of new Unitarian Universalist Religious Education programs, teaching techniques and resources.
  - b. Participate in Liberal Religious Education Directors and/or UUA cluster meetings and educational opportunities.

*Approved by the Parish Committee 8/2/2017*