JOB POSTING: Acting Director of Religious Education April 2021

Name of Congregation or Employer: First Parish Unitarian Universalist Canton MA
Address: 1508 Washington Street, Canton MA 02021
Time Requirement: 20 hours per week
Time Requirement Details: Sunday mornings. Weekday evenings and other hours as needed to accomplish key priorities found below.

Using UUA Compensation Standards?: Yes

Salary Range (Numerical Only): $19.30-$23.60/hour
Status: Acting
Contact Name: Kathy Anderson
Contact Email: FPUUCantonMA.DRE@gmail.com
Application Deadline: until filled
Date of Posting: April 15, 2021

Position Title: Acting Director of Religious Education (DRE)

Hours: 20 hours per week. Includes Sundays. 11-month position in Year 1 (August 1-June 30); renewable for a second year

Compensation: Within UUA Fair Compensation Guidelines

Benefits:
• Paid time off in Year 1 will be negotiated prior to signing a contract and arranged with the minister
• Time off includes a provision for the DRE to have some Sundays off during the program year, which runs from the second Sunday in September through the third Sunday in June
• Professional expenses/LREDA dues

Reports to: Minister

Desired Start Date: August 1, 2021

General Description:
Come join a small but growing congregation entering their third year of a three-year interim ministry.

If you are someone with a big picture, vision-oriented, creative way of thinking who also pays attention to details, read on.

If you have a sense of humor and a sense of responsibility, read on.

If helping this growing congregation envision what Religious Education can be while reforming and energizing a working Religious Education Committee, read on.
And if you’re interested in having fun while helping us attract new and diverse families from Canton and its surrounding towns, then this position is for you.

In partnership with our minister and the Religious Education Committee, the Director sets the tone and establishes priorities of the Religious Education program for all children and youth. Candidates for this position should demonstrate the Seven UU Principles in their life and in their teachings.

**Responsibilities:**
- Curriculum selection and planning for all ages, adaptation and maintenance of educational resources, including a library
- Recruiting and supporting volunteers and teachers
- General administrative tasks, including budgeting and recordkeeping
- Childcare coordination
- Worship involvement including time for all ages, multigenerational worship, and/or children’s chapel
- Willingness to collaborate with the various committees of the congregation
- Effective communication with entire congregation and larger community (e.g. social media, newsletter, newspapers, etc.)
- Continuing professional development and keeping current with UUA guidelines

**Required Skills, Qualifications and Personal Attributes:**
- Degree in education or relevant experience
- Commitment to Unitarian Universalist principles and values
- Creativity and knowledge of social media and online platforms
- Excellent interpersonal skills and the ability to interact with people of all ages in both small and large groups
- Excellent written and verbal communication
- Self-motivated and outgoing with strong organizational skills

The selected candidate will be required to pass a Massachusetts CORI.

Interested candidates may forward a cover letter and resume to DRE Search Committee at FPUUCantonMA.DRE@gmail.com