Title: Children's Religious Education Coordinator

Status: Part-time 20 hours/week, 11-month position with summer break. Salaried

Availability Requirements: Sunday mornings, weekly Tuesday staff meetings (negotiable), monthly RE committee meetings, bi-weekly supervision meetings, additional meetings 1-2 times/month occasionally on evenings, flexibility to do some work from home.

Reports To: Director of Youth and Children’s Ministries (DYCM)

Directly Supervises: Childcare provider, (teen) teaching staff and volunteers.

Compensation: Pay is commensurate with experience and based upon the UUA Guidelines for Religious Education Coordinator for our region and congregation size, pro-rated for 20 hours/week for 11 months. Range is $18,645 - $25,300.

Job Summary
The Winchester Unitarian Society (WUS) in Winchester, MA seeks an enthusiastic, creative, and organized individual to support our mission with programming for the youngest members of our congregational community, Pre-K through Grade 6. Additionally, this individual will provide administrative support for our programs for grades 7 and 8, including OWL (our values-based human sexuality program).

Application: Please complete this online form: www.TinyURL.com/WUS-CREC

Our Mission Statement: The Winchester Unitarian Society is a welcoming, caring community devoted to spiritual growth, social transformation, and environmental responsibility. Guided by the Unitarian Universalist principles and drawing on diverse faith traditions, we live our values through worship, reflection, connection, and service. (See UU 7 Principles HERE.) Applicants representing a wide range of sociocultural identities and backgrounds are encouraged to apply.

Primary Responsibilities:

Program: Under the supervision of the DYCM and with the support of the Religious Education committee, the Children’s RE Coordinator will develop, plan, and implement age-appropriate programming based on Unitarian Universalist Principles.

● Lead Sunday morning children’s programming with support of paid teen teachers and volunteers.

● Work with DYCM and RE Committee to review and select curricula that enriches and furthers the spiritual development and growth of participants.

● Prepare and organize weekly religious education curriculum and classroom supplies for the pre-K through 6th grade Sunday morning Religious Education program.

● With support from the Religious Education Committee, plan and lead related activities for children and families which may occur at other times.

● Participate in and contribute to the planning of stories and other “times for all ages” (which we call “First Reflections”) during the 10:30 worship service approximately once per month and for holiday services.
• Provide administrative support for middle school programming, including OWL (Our Whole Lives, comprehensive values-based sexuality education).

Administration
• Maintain up-to-date registration and release forms, attendance tracking, planning, scheduling, and communication.
• Maintain up-to-date calendar of religious education and youth program activities; work collaboratively with the DYCM and other WUS staff regarding scheduling needs.
• Maintain, organize, and order educational resources including regular inventory of supplies; regular inspection/organization of classrooms.
• Track program expenses and assist the DYCM with budget forecasting for the overall program.

Staff/Volunteer Management:
• Support the DYCM in identifying, recruiting, and supervising volunteers and paid staff (teen teachers).
• Support volunteers and paid staff with annual orientation, trainings, problem-solving, and user-friendly materials and program plans.

Outreach and Engagement:
• Present a welcoming presence to all children and families who come to W.U.S.
• Respond to inquiries and follow up with outreach to visiting families.
• Maintain and nurture ongoing relationships with our children and families, and act as a liaison to the DYCM and/or Minister if a more pastoral presence is needed.
• We hope to grow our congregation, particularly by engaging more families. The Coordinator will assist the DYCM and Marketing team in identifying and responding to local families who may be interested in a liberal faith tradition.

Communications:
• Communicate with the congregation via appropriate channels that may include newsletters, program brochures, calendar notes, weekly summaries of children’s religious education programs, social media posts, email lists, personal correspondence, telephone calls and targeted mailings.
• Participate in meetings: weekly staff meeting (negotiable), supervisor (bi-monthly), Religious Education Committee (monthly), RE Chair (monthly), worship planning team (monthly), and with the Standing Committee (once a year or as necessary).
Qualifications:

- B.A. or B.S. college degree in Education, Religious Studies, or related field, or equivalent experience in a child-related field, plus at least 2 years direct experience working with children.
- Must be conversant with the use of online tools for communication and collaboration e.g. Google Drive, social media, and Zoom.
- Must have a reliable means of transportation and be able to attend events off-site.

Valued skills include:

- Well-organized, prepared, creative and flexible.
- Excellent and timely written and oral communication skills.
- Ability to relate well to a variety of ages, personalities, learning styles and social needs. Serve as a role model of our congregation and faith.
- Being well-versed in educational strategies, inclusion practices, special needs accommodations, child development and psychology.
- Familiarity with emerging trends in Unitarian Universalism and faith development (or willing to learn).
- Familiarity with community organizing strategies and local resources available for supporting service learning, environmental responsibility, and racial/social justice.

All employees are required to receive COVID-19 vaccinations unless a reasonable accommodation is approved. New employees will be required to provide proof of vaccination or an approved reasonable accommodation prior to their first day of work.

Our beloved church is ADA compliant in many of our spaces, but due to its age and configuration, not all areas are easily accessible. If you have any questions about mobility needs, please don’t hesitate to inquire. We love to find creative solutions!

The WUS is committed to developing a diverse and talented staff team. People with disabilities, people of color, Black, AAPI, indigenous people, Hispanic/Latinx, and LGBTQIA candidates are encouraged to apply. If you are excited about this role but unsure whether you meet all of the requirements, we encourage you to inquire and/or apply.

This position will remain open until filled.

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