

UNITARIAN UNIVERSALIST FELLOWSHIP OF MIDLAND – JOB DESCRIPTION

JOB TITLE: Director of Religious Education (DRE)

REPORTS TO: Minister

STATUS: Salaried position; 1/2 time (20 hr/wk, including Sundays and holidays)

FAIR LABOR STANDARDS ACT STATUS: Exempt

BENEFITS INCLUDE: Compensation approximately \$19,000; co-funded insurance premiums (after 750 hours/year), retirement contributions, professional expenses, vacation

JOB SUMMARY: Provides leadership for, plans, and administers religious education (RE) program for children and youth (birth through completion of high school) in consultation with the minister. Has overall accountability for the program.

PRIMARY DUTIES:

- Demonstrates understanding and full support of UU FoM's mission, vision, and values.
- General administrative tasks for RE program, including but not limited to budgeting, tracking attendance, planning and executing special events, and program evaluation.
- Curriculum development and selection (utilizing UUA resources) for children and youth.
- Recruits, trains, and supervises adult volunteers including, but not limited to, RE teachers, youth advisors, RE Team members, and special event helpers; oversees paid and volunteer child care staff.
- Seeks to integrate the RE program with the congregation, including effectively communicating the program's goals and activities, creating multigenerational worship services, and fellowship opportunities.
- Collaborates with the minister and others on weekly Time for All Ages (TFAA); shares responsibility for presenting the TFAA during worship services.
- Collaborates with worship staff and others to develop worship opportunities for children and youth.
- Ensures compliance with UU FoM's Safer Congregation Policies and practices.
- Participates in professional development and networking opportunities with Liberal Religious Educators Association (LREDA), the MidAmerica Region, and the UUA.
- Additional responsibilities/duties as assigned.

COMPETENCIES:

- Warm, personable, dependable, loves children and youth. Team-oriented and able to accomplish tasks with little oversight. Ability to maintain confidentiality and healthy boundaries. Basic understanding and support of UU FoM's commitment to antiracist, antioppressive, multicultural framework.

QUALIFICATIONS:

- College degree or equivalent experience. Interest in professional credentialing.
- Proficiency with common office skills, including Microsoft Office Suite Basic, and Google Suite.
- Strong communication and organizational skills. Attention to detail/accuracy.

TO APPLY:

If you are excited about this role, but are unsure whether you meet all of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé to office@uufom.org.