



First Parish Universalist Unitarian Church

330 First Parish Road Scituate, MA 02066

Director of Religious Education Job Description

Overview

We are a dynamic congregation, growing in spirit, community, numbers, and outreach seeking to transform ourselves and the world beyond us. Our congregation comprises approximately 135 adult members and friends and 60 children and youth, pre-K through grade 12.

The Director of Religious Education (DRE) job is a part-time position, 18 hours/week September-June and 10 hours/week in July and August, which is supervised by the Minister and the Chair of the Religious Education Committee. The DRE maintains and, in partnership with the RE Committee, develops a comprehensive RE program for grades K-12 that includes worship, education, social action, and community building.

Major Duties and Responsibilities:

I. Administration:

- Recruits and coordinates volunteer teachers and aides
- Supervises the volunteer youth group leaders
- Administers Coming of Age and OWL programs (usually offered in alternate years)
- Provides leadership and collaborates with the Religious Education committee
- Maintains and cultivates RE resources and supplies
- Maintains and assists in developing RE budget and keeps all records current
- Attends District, Region, UUA and area RE conferences and workshops, as appropriate

II. Education and Planning:

- Evaluates the program and curricula, working closely with the Minister and RE Cmte
- Provides training for volunteer teachers and aides
- Collaborates with the Minister in developing multigenerational programs and worship
- As appropriate offers the Time For All Ages during morning worship
- Develops and maintains the RE library and curriculum resources
- Acts as resource and mentor for advisors and teachers of children, youth and adults

The Reverend Ms. Pamela M. Barz, Minister
The Reverend Mr. Richard M. Stower, Minister Emeritus

- Assists in choosing and implementing social action projects and community-building events for children, youth and families of all kinds
- Coordinates child-care on Sunday mornings and at other times as needed.

III. Communication:

- Creates and delivers timely and relevant communication of calendaring and advanced program planning
- Promote and publicizes RE programs through the website, Facebook, newsletter, email, etc.
- Nurtures a welcoming environment and facilitates an integration to the RE program for all newcomers with children and youth.
- Offers parent education and support

Experience, Knowledge, Skills and Abilities:

- Minimum education of a Bachelor's degree; Religious Educator training, experience or credentials preferred.
- Has prior experience and demonstrated success working with children, youth and adults
- Excellent organizational, administrative, communication, personal effectiveness and volunteer management skills
- Belief in Unitarian Universalist principles and desire to bring this ministry to our children and youth.
- Initiative and ability to encourage and inspire others
- Orientation toward incorporating best practices in human development and learning across the generations
- Effective public speaker

Compensation

First Parish offers a salary range of \$16-18,000 in accordance with the UUA guidelines that takes into account education, experience and skills. Benefits include vacation, holidays, and professional expenses.

Please send resume and letter of interest to firstparishscituate@verizon.net.