



Unitarian Universalists of Wellesley

309 Washington Street
Wellesley Hills, MA 02481
www.uuwellesley.org

Position: Acting Religious Education Director (1-year term starting July 2017 with potential for extension)

Salary: \$21,000 / year (Position requires roughly 20 hours per week)

Job Description: The Acting Religious Education (RE) Director will work with the Religious Education Committee and the Minister to implement the RE program for children and Junior Youth consistent with the mission and vision of the congregation, will teach on an as-needed basis, and perform other duties related to the program as needed. The Acting RE Director will be supervised by and report to the Interim Senior Minister.

Principal Duties and Responsibilities:

Develop and Implement RE Program

- In partnership with REC and the Interim Sr. Minister and drawing upon existing UUA resources, create RE and Jr Youth program events (curricula/education, justice-oriented, and social) for the UUW church year
- Facilitate Sunday morning programming including welcoming families and providing information and guidance as needed (requires being on-site from 9:00am to 1:00pm on Sundays)
- Attend Staff Meetings (can be zoomed in) (Tuesdays, 9:30am)
- Recruit, train and support volunteer teachers and assist with finding substitute teachers when necessary; Teach on as-needed basis;
- Attend any monthly RE Committee meetings
- Plan special programming (e.g. Our Whole Lives) for following years

Communication

- Outreach and follow-up with new families interested in the RE program
- Schedule and send weekly reminders to volunteer teachers and families. Assist Administrator in compiling Religious Education-specific information for weekly eBlasts monthly newsletters, and website
- Collect and compile weekly RE attendance and submit monthly report to the RE Committee
- Communicate with families and Junior Youth through various media regarding ongoing and upcoming events

Coordinate RE Initiatives with Congregation and Staff

- Assist with multigenerational services scheduled by the Interim Senior Minister
- Plan and facilitate occasional family events, justice-oriented and/or social activities with the REC
- Work collaboratively with Administrator, Interim Sr. Minister and Intern to coordinate across RE, Jr. Youth and Sr. Youth activities and programming

Qualifications: The ideal candidate will be highly organized and comfortable with multiple modes of communication and communication tools, enjoy working with children and youth, and have an interest and skill in engaging parents; ; be familiar with and affirm the UU Principles and have a passion for learning and social justice; be able to work independently and collaboratively; be familiar with technology and communicating through social media. Selected candidate must pass a CORI check prior to starting employment.

Qualified candidates should send resume and cover letter, with "Acting RE Director" in the subject line by May 5, 2017.

To: Ms. Cyra Coady, Administrator, ccoady@uuwellesley.org

No phone calls please.