

UNITARIAN UNIVERSALIST CHURCH OF CHATTANOOGA

Religious Education (RE) Coordinator for Children & Youth

REPORTS TO: Minister

PRIMARY ACCOUNTABILITIES:

The RE Coordinator implements a curriculum of engagement and instruction for young congregants from pre-K age through high school. The RE coordinator supervises Nursery staff and recruits and schedules Religious Education teachers/assistants from within the congregation. Assists the Minister with planning and providing Multigenerational services throughout the year. Scripts and directs minimum one youth led service per calendar year.

DUTIES & RESPONSIBILITIES:

- Religious Education & Sunday Service
 - Create and/or Edit/Adapt weekly lessons for all classrooms.
 - Create/purchase/gather supplies for all classrooms.
 - Prepare teacher and assistant schedules for nursery and RE classrooms.
 - Develop and maintain relationships with RE parents and children.
 - Hold weekly office hours as directed by the Minister.
 - Serve as an advocate for the interests of children, youth, and families within our church.
 - Coordinate RE events and annual RE trips e.g. Youth Cons at The Mountain, RE Families Trip, etc.
 - Serve as replacement for teachers/assistants when staffing needs are not met.
 - Script, direct, and rehearse minimum 1 annual UU youth led service with support of the RE committee.
 - Assist Minister with planning and directing of multigenerational services.
- Supervisory
 - Recruit volunteer Sunday RE teachers and classroom assistants.
 - Recruit nursery workers
 - Oversee Nursery personnel and responsible for providing an annual performance review of nursery staff.
- Administrative
 - With the support from the RE Committee, prepare an annual RE budget for the Board and Annual Meeting approval.
 - Write a monthly RE Report to be delivered by the Minister for the BOT.
 - Maintain RE files and records, to include student/family registration forms.
 - Create Newsletter notification of RE news. Submit by deadline.
 - Maintain contact with other DREs in region and nationally, and attend UU programs as scheduled and RG&E budget allows.
 - Attend meetings as directed/appropriate

SCHEDULE:

- Fifteen hours per week. Weekly office hours to be agreed with the Minister and posted. One Sunday off per month.

REQUIREMENTS:

- Bachelor Degree, preferably related to school administration/childhood education, or equivalent work experience
- Time Management/Organization
- Strong Communication & Interpersonal Skills
- Align with UU values and principles
- Passion for working with children

PREFERRED BUT NOT REQUIRED:

- Two years experience working with children, preferably in an educational setting, including curriculum adaptation
- Understanding of different learning styles and stages of development, neurodiversity, etc.
- Experience coordinating volunteers and/or staff
- Ability to work independently and as a team
- Knowledge of Unitarian Universalism

STATUS: Exempt

COMPENSATION:

- \$18-20 per hour
- 15 hours per week
- Retirement benefit of 10% salary after meeting both criteria: 1) employment of 12 months AND 2) 1,000 hours of work