



Unitarian Universalist Fellowship of Gainesville

Director of Religious Education for Children and Youth (DRE) Job Position **4225 NW 34th St.** **Gainesville, FL 32605**

Job Summary: The DRE creates and maintains a meaningful, enriching, year-round Children's and Youth Ministry for the religious education and faith development of children and youth. Primary responsibilities include ensuring that Sunday classes and activities for children and youth are planned, coordinated, and staffed by trained volunteer teachers. The DRE does not work directly with the youth group but may have administrative responsibilities

Reporting Relationship: This position reports to the Minister. In the Minister's absence, the position reports to the Congregational President or an appointed delegate.

Essential Functions of the Position:

Sunday Morning Programming for Children and Youth:

- Work with parents and RE teachers to identify, implement, and adapt age-appropriate curricula from preschool through high school.
- Recruit, train, and support teachers and other volunteers delivering Sunday morning programs to children and youth.
- Recruit, train, and supervise childcare for nursery-age children on Sunday morning.
- Partner with leadership to create and implement goals for Children and Youth Ministry (CYM).

Ancillary Aspects of Sunday Morning Programming:

- Work with members of the congregation to develop, update and facilitate the congregation's policies and procedures for risk management of all participants in the CYM (children, youth, and adult leaders) and, with others, develop and update these practices as needed.
- Develop protocols to ensure effective incorporation of families and visitors and smooth running of classes and related activities on Sundays.
- Be present at UUFG 35 Sundays per year and make appropriate arrangements for program leadership on Sundays of absence.

Engage a holistic vision of the congregation's Children's and Youth Ministry that extends beyond Sunday morning.

- Arrange for trained childcare for CYM events and, in consultation with the Minister, for other aspects of congregational life as needed and appropriate.
- In collaboration with teachers, the worship team, and UUFG's children and youth, develop and facilitate an annual RE or Youth Service as requested and appropriate.
- Assist the Minister and Worship Team with Story Wisdom (all ages) segment of the Sunday service as requested and appropriate.

General Administration.

- Keep and publish regular weekly office hours.
- In consultation with the Minister, annually assess CYM budgeting priorities and needs; participate as requested in UUFG's annual budget process.
- Administer CYM's operating budgets and off-budget accounts.
- Consult with the Minister about CYM as needed.
- Maintain accurate records of volunteers, paid staff, and registration and participation of children and youth.
- Maintain records of time worked by paid childcare workers and submit time sheets to the Office Administrator in a timely manner.
- Write copy for the Fellowship's publications as appropriate.
- Provide advance notice of CYM activities to the congregation.
- Attend and participate in staff meetings.
- Attend other UUFG meetings and events as requested and appropriate, representing the interests of faith development and CYM.
- Ensure that volunteers, children, and youth clean up after their programs.
- Submit written monthly reports to the Minister on the state of the CYM.

Qualifications for the Position:

The position requires practical experience and/or higher education in at least one of the following fields: education, human growth and development, religion, social service, and/or the arts. A working knowledge of the philosophy and practices of Liberal Religious Education is preferred. Basic computer skills and the ability to communicate in and understand both spoken and written English are required. The ability to work with all persons, regardless of race, color, sexual orientation, gender identity, family structure, age, disability, or economic status is essential.

Physical Requirements and Working Conditions:

The position requires sufficient mobility and energy to conduct the essential functions. The employee is expected to be on-site about 10 hours per week and when in person services are offered.

Core Competencies of the Position:

Technical expertise.

- Knowledgeable about the philosophy of liberal religious education, Unitarian Universalist curricula, and Faith Development theories.
- Possesses and models good classroom management skills.

Child Friendly.

- Demonstrates interest in, and enjoyment of being around, children and youth.
- Projects an engaging warmth and affection that engages children and youth of all ages.

Mission.

- Demonstrates understanding of and support for the mission, vision, and values, of UUFG.
- Adapts and modifies the program to support goals set by the Minister, the governing board, and the congregation.

Vision.

- Reflects thoughtfully about and constructs a broad and attractive vision for the CYM that motivates faith development and supports the congregation's mission.

Accountability.

- Functions positively and effectively in a team environment.
- Works collegially, flexibly, and creatively with other UUFG staff members, volunteers, parents, and children and youth.

Professional Development.

Maintains a plan of ongoing professional development including:

- Available training for Unitarian Universalist religious education development.
- Membership in the Liberal Religious Educators Association (LREDA) and networking with LREDA members and other Unitarian Universalist Religious Education professionals.

Interpersonal skills.

- Demonstrates the ability to lead others.
- Demonstrates the skills of active listening and openly accepts criticism.
- Productively engages and resolves interpersonal conflict.
- Demonstrates self-differentiation and a non-anxious presence.

Unitarian Universalism.

- Is familiar with Unitarian Universalist history, theology, polity, and values.
- Intentionally incorporates Social Justice awareness in CYM.

Applications:

Please send resume and cover letter to personnel@uufg.org