

## **Part-Time Religious Exploration Coordinator Position Description**

### **Organizational Summary:**

First Parish in Milton, Unitarian Universalist is a vibrant, engaging, civic-minded congregation seeking a part-time Religious Exploration Coordinator to administer our Religious Exploration program. The Religious Exploration Coordinator will maintain our RE program for children and youth as we innovate toward dynamic change, integrate intergenerational engagement and broaden family ministry. This position is slated for mid August – mid June (44 weeks), 15 hours per week, including Sunday mornings. ([www.fpmilton.org](http://www.fpmilton.org))

### **Areas of Responsibility:**

The RE coordinator will report to the minister and work collaboratively with staff, lay leaders and volunteers to administer various programmatic activities, including Sunday morning programs, youth group, intergenerational events and field trips. Presence on Sunday mornings and at staff meetings is required. Additional work hours for the week can be administered on flex time.

Specific duties include:

- Provide a welcoming and supportive presence on Sunday morning, making sure safety guidelines are followed and religious education classes and childcare run smoothly.
- Supervise our Sunday morning nursery staff
- Communicate with families, volunteers and the full congregation to update them on programming and events
- Alongside the RE committee, recruit volunteer teachers and maintain the volunteer schedules
- Work from existing curricula, order and organize books and materials for classes
- Provide logistical support for events for children and families
- Provide support to the Youth Advisor in organizing youth classes, particularly Coming of Age and Our Whole Lives.
- Maintain up-to-date registration and release forms and attendance for children and volunteers
- Attend First Parish weekly staff meetings and monthly Re Committee meetings

### **Desired Competencies:**

- Experience working with educative programming for children and youth
- Outstanding written and verbal communication skills, as well as solid interpersonal skills.
- Ability to work both independently and in close communication with lay leaders, supervisor and the staff team and adhere to our Code of Professional Practice.
- Experience with administrative and/or office tasks - proficiency with Google Apps, Constant Contact or similar software
- Aligned with Unitarian Universalist values

It is required that the Religious Education Coordinator be at church three Sundays per month from September through mid-June from 9 am – 1 pm. Additional weekly hours may be flexible. In keeping with Safe Congregations Guidelines, a Criminal Offender Record Information (CORI) background check will be administered annually.

Compensation for this part-time position (15/hr week for 44 weeks per year) is \$16,500, with access to benefit opportunities as recommended by the UUA. Dedicated to equity, diversity, pluralism, and inclusion, we welcome applicants of any identity and ability.

Cover letter and resumes should be sent to **[REsearch@fpmilton.org](mailto:REsearch@fpmilton.org)** by June 1, 2022.