



Director of Children and Youth Religious Education (DRE)

Position Description

Reports to:	Minister
Hours and schedule:	Half Time – 20 hours per week, including approximately 4 hours on Sundays, and an arranged schedule of weekday hours
Date created or revised:	September 2024

Summary:

The Director of Children and Youth Religious Education (DRE) for Hope Unitarian Church works closely with the minister, part-time staff, and committed volunteers, including the Children and Youth Religious Education Committee, to select, design, plan and implement age- and developmentally-appropriate programs for children and youth. Programs are expected to integrate Unitarian Universalist specific milestones and traditions such as Coming of Age, Youth Sunday, Our Whole Lives (sexuality curricula), Summer Camp, and regional rallies. The DRE supervises part-time staff for Children's Religious Education and childcare.

Responsibilities include the following:

- Following national, state, and church ethical and legal guidelines.
- Recruiting, leading, organizing, supporting, training, and motivating RE staff and volunteers.
- Scheduling, planning and conducting worship, special events, curricula, classroom environments, field trips, and social justice projects.
- Communicating with families, staff, and the church as a whole.
- Preparing materials and space for church school.
- Completing administrative tasks including record keeping and budget development and monitoring.
- Participating in meaningful continuing professional development including membership in professional associations such as the Liberal Religious Educators Association (LREDA).
- Coordinating childcare for special events.
- Attending church staff meetings.
- Performing other duties as assigned.

Core competencies and qualifications include the following:

- Training or experience working with children and youth in an educational and/or religious setting. A bachelor's or associate degree is desired, but negotiable.
- Experience coordinating and supporting part-time volunteers and staff.
- Understanding and personal acceptance of Unitarian Universalist values.
- Commitment to Hope's vision and mission.
- Organizational and administrative skills.
- Initiative, self-direction, and flexibility.
- Computer skills and social media familiarity.
- Sensitivity to the pastoral concerns of children, families, and the whole congregation.
- Ability to maintain healthy personal and professional boundaries.
- Must pass background check.

Salary and benefits:

- Annual salary: \$21,800.
- Contribution to health insurance or healthcare costs. May be taxable or nontaxable depending upon individual circumstances.
- Employer contribution to retirement of 10% after 1 year, or immediately if already a member of the UUA Retirement Plan.
- Accrues paid vacation and sick leave.

Hope Unitarian Church is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.