

## **Part-Time Coordinator of Religious Exploration (CRE)**

for Children (5-12 yrs old) at First Parish Unitarian Universalist (FPUU) in Medfield, MA

The Coordinator of Religious Exploration (CRE) of First Parish UU, Medfield is the lead teacher and administrator for the K-7 RE program. This is a 10-month, part-time, salaried position (10 hours per week on average), which includes approximately 2 hours of work on three to four Sunday mornings per month, with one Sunday off per month. Other hours during the week are flexible. The RE program operates September through mid-June. The CRE reports to and is supervised by the minister, and works closely with the RE Committee. **Required:** CORI background check.

### **Skills and Experience:**

- A warm and welcoming presence, and ability to connect with children and adults
- Supports basic principles of Unitarian Universalism (<http://www.uua.org/beliefs/what-we-believe/principles>)
- Experience working with children of multiple ages and learning styles in a group setting is preferred

### **Educational Requirements:**

- Bachelor's Degree preferred, and work experience in a field related to education and/or human services

### **Job Duties and Responsibilities:**

- Selecting, preparing for, and leading the weekly hour long Sunday Religious Exploration activity for our mixed-age K-7 classroom. (On site from approx 9:30-11:30)
- Coordinating and communicating as needed with parents, kids, and volunteers for events and activities, including gathering family registration forms each fall from parents/caregivers
- Attending regular meetings with minister and staff, and monthly RE Committee meeting
- Maintaining RE spreadsheet, which includes tracking registrations, attendance, activity summaries, and other required documentation
- Collaborating with RE Committee to enlist and schedule volunteer assistants (from available adults and teens in congregation)
- Submitting an occasional column for the congregation's monthly newsletter and updating the RE bulletin board
- Assisting minister with aspects of multigenerational worship, depending on candidate's capacity and interest
- Occasionally participating in Moment for All Ages during church service, by leading this 5-7 minute segment, and coordinating with RE Committee to identify volunteers

Email resume and a cover letter to: [cre@firstparishmedfield.org](mailto:cre@firstparishmedfield.org)