

Religious Exploration Coordinator Job Description

First Parish UU of Medfield

The Religious Exploration (RE) Coordinator of First Parish UU Medfield is the lead teacher and administrator for the K-12 RE program. This is a 10-month, part-time (8 hours per week on average), salaried position with 2 hours of work most Sunday mornings, and other hours flexible during the week. The RE program operates September through mid-June. The RE Coordinator reports to the minister.

Required Background, Skills, and Experience

- Must be warm, welcoming, and able to connect with children and adults
- Must have a commitment to liberal religion and basic principles of Unitarian Universalism (<http://www.uua.org/beliefs/what-we-believe/principles>)
- Experience teaching children of multiple ages and learning styles in a group setting is strongly preferred
- Familiarity with the Our Whole Lives sexuality education program a plus

Educational Requirements

- Bachelor's Degree (or above) required, preferably in a field related to education and/or human services

Job Duties and Responsibilities

- Selecting, preparing for, and leading weekly Religious Exploration (RE) activity for mixed-age classroom.
- Scheduling volunteer assistants (from available parents & teens in congregation) as needed
- Ensuring that someone is signed up to lead the Moment For All Ages during church service and leading this themselves as needed
- Coordinating and communicating as needed with parents, kids, volunteers, attending monthly staff meeting, attending monthly RE Committee meeting, and submitting an occasional column for the congregation's monthly newsletter
- Tracking registrations, attendance, background checks, activity summaries, and other required paperwork.
- Assisting minister with aspects of multigenerational worship, depending on capacity and interest.

email resume and cover letter to sezitoli@gmail.com