

UUSL Religious Education Coordinator JOB DESCRIPTION

General Description:

The members of the Unitarian Universalist Society of Laconia seek a Religious Education Coordinator to collaborate with them in delivering an excellent religious education program. The Coordinator will work with the Religious Education Committee, other volunteer teachers, and the Minister to provide religious education and other opportunities for individual growth to children and youth ranging from preschool to high school.

This is a one-fifth time position on an annual basis, with the work taking place between mid-August and mid-June. Although the work schedule is flexible, the Coordinator would participate in RE activities at least three Sundays per month. The RE Committee and Minister will supervise and evaluate the Coordinator.

Duties shared with RE Committee:

- Develop, implement, and evaluate RE program and goals;
- Choose yearly curricula and develop calendar;
- Recruit, train, and support leaders;
- Publicize RE program activities in the community;

Duties shared with the Minister:

- Develop selected intergenerational services as well as holiday and other celebrations;

Duties primarily performed by the Coordinator

- Coordinate monthly RE Committee meetings and provide monthly activity report;
- Manage RE budget and maintain financial records, registration, and attendance records and RE files;
- Communicate about activities with parents, children, and the congregation;
- Lead 2-3 classes per month during the program year;
- Ensure well stocked and organized supplies and meeting areas;
- Participate in regional professional development activities as appropriate.

Desirable Characteristics:

We seek an energetic, talented, and creative individual who has good communication skills, loves to work with children, and is a good team player. Experience in education, volunteer management, and Unitarian Universalism are desired as well. The candidate should be computer literate (Microsoft Office and e-mail).

***All candidates must be willing to undergo a criminal background check.**

Please send your letter of interest and resume to: Search Committee, UUSL, 172 Pleasant St., Laconia, NH 03246.