



First Unitarian Universalist Society of San Francisco
1187 Franklin Street
San Francisco, CA 94109
www.uusf.org

Title: Religious Education Coordinator

The position is 20 hours/week. 3 hours/week will be on Sunday mornings. Hourly rate of pay ranges from \$22-25/hour, based on experience. Teleworking is possible when physical presence is not required. Local travel will be required to purchase supplies.

Religious Education at UUSF may take place inside, outside, or virtually, depending on local rates of COVID-19. It is expected that all staff working with children and youth will remain masked while indoors and are fully vaccinated against COVID-19. These guidelines will continue to change in accordance with guidance from local and national agencies and guidance from the Unitarian Universalist Association (UUA).

Reports to: Minister of Congregational Life

Primary Job Duties:

- Work closely with the Minister of Congregational Life to coordinate virtual (if needed) and in-person Religious Education classes for children and youth. This involves supporting teachers with indoor, outdoor, and virtual (if needed) set-up; creating materials and purchasing supplies; and ensuring that materials are put away following Religious Education classes.
- Complete administrative tasks such as keeping organized records of Religious Education participants and volunteers; creating flyers; communicating with families; assisting with volunteer recruitment; and organizing and maintaining educational spaces.
- Assist MCL and RE volunteers with preparing lessons as needed; communicate with volunteers and ensure they have materials needed for weekly lessons.

For more detailed information on duties and responsibilities, see the end of this posting.

Knowledge and Skills Required: Understanding of and desire to work with children, youth, and families. Ability to work remotely and have excellent organizational and computer skills. A self-starter and team player.

To Apply: Interested applicants should email a resume, cover letter, and contact information for two references to lshennum@uusf.org

UUSF 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.

Detailed Information on Duties and Responsibilities:

Coordinate Sunday morning Religious Education (RE) classes for children and youth.

1. Communicate via email with RE volunteers and RE parents re: curricula, plans for the week, etc.
2. Assist with volunteer recruitment.
3. Assist with in-person and virtual (if needed) classroom set-up (e.g., distributing materials to classrooms, gathering supplies for Children's and Multigenerational Choirs and other activities, setting up and monitoring break-out rooms for virtual RE activities if we must meet virtually).
4. Create, organize, and assemble classroom materials before and after RE classes.
5. Assist MCL and RE volunteers with preparing lesson plans as needed.
6. Serve as point of contact for the Minister of Congregational Life on Sundays when the MCL is off.
7. Serve as a substitute teacher when needed.
8. Check-in weekly with the MCL.
9. Understand and respect principles of Unitarian Universalism, found at www.uua.org
10. Lift/carry 40 pounds.
11. Walk up one flight of stairs to the classroom
12. Pass both a State and National Criminal Background Check
13. Complete TB/Health Clearance
14. Current First Aid/CPR Certification

Complete administrative tasks and other related tasks for the Religious Education program for children and youth.

1. Keep organized records of registered RE participants and RE volunteers.
2. Create flyers for RE events.
3. Communicate with RE families and other congregants and friends.
4. Organize and maintain RE closet spaces.
5. Participate in Family Ministry Committee meetings as necessary/as requested by the MCL.
6. Support Family Ministry Committee in administrative tasks.

Other duties as assigned.