

POSITION DESCRIPTION

Title: Director of Lifespan Religious Education (DLRE)
Reports to: Minister
Date: 7/2021

FLSA Status: Exempt
HOURS: 40/week, 11 months

Position Purpose

The Lifespan Faith Development Director provides leadership for the Children and Youth Ministries (CYM) program (from nursery through senior high school) in collaboration with the CYM committee. Coordinates Pathways- Lifespan Learning and Community Offerings. Collaborates with Minister and church leadership to ensure multigenerational community.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

Conflict Management: Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

Organization and Planning: Organizes people, funding, materials and support to accomplish multiple, concurrent goals and activities.

Self-Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation.

Volunteer Support: Identifies talent and recruits capable people into roles that match their abilities, while offering opportunities for growth. Communicates expectations clearly and manages accountability for results.

Essential Job Functions

Sunday Morning Program: Plans and organizes Sunday morning program for children. Recruits, trains, nurtures and provides administrative support to Program Leaders and other volunteers. Recommends theme, curricula and/or activity choices for the program year (Sept.-May) to the CYM Committee and supervisor. Welcomes, engages and orients new families and children. Visits/checks in on or delegates check-in duty to a CYM committee member or other designee for all CYM classes each Sunday.

Congregational Support: Oversees business operations necessary for the integration of visitors, members, and friends into the life of FPBUU with emphasis on welcoming and inclusion.

Youth Program: Trains and supervises youth advisors. Creates challenging and diverse senior youth group programming. Creates a welcoming and encouraging environment for the youth. Supervise

Sunday evening programming. Maintains the Youth Ministry Calendar. Supports and trains volunteers who will chaperone CONs- overnight Youth Conferences.

Human Resource Management and Support: Hires, trains and supervises the Childcare Providers. Sets up Sunday morning childcare for the summer months mid-June through the beginning of Sept. Sets up a CYM point person to handle any childcare concerns in July.

Administrative & Financial Responsibilities: Develops draft of the CYM budget, oversees expenditures from the CYM budget. Administers CYM program, including volunteer and paid staff, supplies, library of resources, correspondence, and attendance records. Maintains and improves systems for keeping accurate and complete CYM records. Registers families and children, produces printed lists, and works with office staff to integrate lists into church database. Assists CYM committee with recruiting program leaders and substitutes. Evaluates the program each year. Submits monthly report to supervising minister, board and CYM committee. Completes CORI checks on program leaders, youth advisors, other volunteers (as needed) and, as requested by supervisor, staff.

Communications & Public Relations: In collaboration with the senior ministers and CYM committee, articulates a Unitarian Universalist vision for children, youth and families that is in keeping with the church mission and the vision as articulated by the senior ministers. Communicates the spirit, vision and mission of the CYM program through the weekly and seasonal newsletters as well as the CYM Matters newsletter. Communicates details of the CYM schedule of activities to CYM families via list-serve or email list for CYM families. Supports, educates and engages program leaders, parents and children in areas of conflict resolutions, crisis management and special needs.

Pathways: Organizes Pathways Programs

Multigenerational Community Building: Plans, implements and supports multigenerational, congregation-wide events, in collaboration with Senior Minister(s) and committees or task forces of the church as appropriate.

Position Requirements

Skills & Knowledge

- Knowledge of all aspects of working with children and youth.
- Proven organizational and time-management skills with the ability to delegate.
- Ability to use verbal and written communication effectively across all constituencies.
- Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.
- Proficiency in the developing programming for children and youth and a demonstrated capacity to become proficient in new programming.

Minimum Education

Either:

- BA or BS degree, or the equivalent combination of education and experience working with children and youth.

Minimum Experience

- Three to five years of experience working with children and youth, preferably in a religious or non-profit organization.
- Experience managing staff and volunteers.