

Vibrant Social Justice-Oriented Parish Seeks Coordinator for Children and Youth
SEEKING: Coordinator of Religious Exploration for Children and Youth

TITLE: Coordinator of Religious Exploration (CRE)
REPORTS TO: Minister
HOURS: Full Time
COMPENSATION: \$37,900 - \$44,550 FTE Depending on Experience
Church Membership: 243
RE Enrollment: 103; Average Weekly RE Attendance: 58

First Parish in Brookline seeks a Coordinator of Religious Education (CRE) to engage and empower the children and youth of our vibrant, diverse congregation. Supported by the minister, staff, and a strong volunteer community, the CRE manages an established program providing care and learning from nursery through high school. The role calls for a detail-oriented, collaborative, motivated person who has experience working with children and youth, an understanding of, or willingness to learn about, the Unitarian Universalist faith, and a commitment to the tenants of our mission:

Called by Love, Sustained by Community, Committed to Justice
We strive to be a welcoming, diverse and loving congregation that nurtures spiritual growth for individuals and families, celebrates multicultural community, and works together to demand social justice, dismantle racism, and care for our living Earth.

First Parish Brookline is a socially conscious, engaged congregation, in a culturally diverse, politically liberal, highly educated suburban town. We have a high number of adoptive families of mixed race and cultures. We actively support racial and immigration justice work, and actively support the “Black Lives Matter” movement (please see: <http://firstparishinbrookline.org/social-action/racial-and-immigration-justice>). First Parish Brookline’s membership draws extensively from the larger Boston metropolitan area, and is easily accessible via the Boston public transit system.

We are committed to building a diverse, representative staff and strongly encourage applications from women, minorities, individuals with disabilities and veterans. Candidates should also be prepared to describe previous activities working with members of underrepresented groups.

RESPONSIBILITIES

The Coordinator of Religious Exploration (CRE) will coordinate the RE program of First Parish in Brookline in collaboration with, and with support from, the minister, the RE committee, and community. The CRE will ensure a welcoming, safe, stimulating, and rich educational program for children from nursery through high school in order to foster spiritual and religious growth. The CRE is supervised by the minister, working in coordination with the highly-engaged RE Committee (REC), the Membership team and other key staff and community members.

Other responsibilities include:

- Being present on Sunday mornings to ensure the smooth operation of the RE program
- Attending monthly RE Committee meetings to recruit, coordinate, and support volunteers
- Implementing UUA, church, and RE policies and procedures
- Management of online class registration system, attendance record keeping, shared calendars, and other online resources
- Working with the minister, consultants, and advisors to select and adapt appropriate curriculum for all age groups, learning styles, and needs
- Facilitating communication between REC, minister, teachers and parents to ensure all children are included and provided support and care for their diverse needs
- Supporting children- and youth-focused special activities including Children's Chapel, Justice Seeking Sundays, and multi-generational services
- Coordinating childcare; Overseeing paid childcare staff
- Coordinating with REC and community to support programming for high school youth
- Communicating with families and congregation in coordination with the minister and staff
- Working with the RE committee to create strategies to sustain and build the RE program
- Attending staff meetings and working as a team with other staff and the minister
- Overseeing maintenance of classroom spaces and class materials supplies

QUALIFICATIONS AND SKILLS

- Bachelor's degree or higher, preferably with a focus on education
- Experience working with school-aged children in an educational or spiritual setting
- Ability to communicate clearly with parents, volunteers and other staff members
- Strong organizational skills and the ability to work both independently and collaboratively

BENEFITS

Full Benefits (health, vacation, sick leave, pension) as outlined in the personnel policy guidelines in place at First Parish in Brookline at the time of hire.

LOGISTICS

The church year runs from mid-September through mid-June and the CRE will be expected to be at church most Sundays during that time. In addition they will be expected to maintain a certain amount of scheduled office hours, participate in staff meetings, and attend occasional evening or weekend committee meetings and other church events. Otherwise, a flexible schedule is possible, including working remote and extensive summer vacation. Specifics of the work schedule will be discussed and agreed upon with the minister and search committee, as part of the hiring process.