

ALBANY UNITARIAN UNIVERSALIST

405 Washington Ave., Albany, NY 12206

We welcome everyone. Our Unitarian Universalist community seeks truth and deeper meaning, pursues justice through inspired action, and cultivates compassion and love for all connected by the web of life.

--Albany UU mission statement, adopted May 18, 2014

JOB TITLE

Religious Education Program Assistant

PROGRAM DESCRIPTION

The Albany UU Religious Education (RE) Program has two components. The bulk of the program is Sunday School, staffed by volunteers. In addition, the Director of Religious Education (DRE) provides faith development support to families.

ACCOUNTABILITY AND OVERSIGHT

Reports to Director of Religious Education

POSITION STATUS

0.375 FTE: 15 hours/week, August to May, includes one Sunday per month. Wage: \$15.00 per hour.

POSITION SUMMARY

The Religious Education Program Assistant works with the DRE on administrative tasks to support the Sunday morning Religious Education program (Sunday School) and with resources for families. This position also substitutes for the DRE one Sunday morning per month to oversee Sunday School program.

JOB DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

ADMINISTRATIVE/CLERICAL:

- Provide administrative support to Director of RE, RE working groups, teachers and other RE volunteers (e.g., organizing class supplies, sending out class-related correspondence, copying RE-related materials, etc.)
- Maintain RE record keeping (e.g., registrations, attendance, visitors, budget expenditures, correspondence, policies, etc.)
- Purchase curricula and supplies selected by the DRE and committees.
- Maintain and organize RE resources and inventories (e.g., curricula, supplies, etc.)
- Ensure space availability and readiness for RE-related events
- Arrange for childcare or child programming for RE events.
- Maintain bulletin boards and internal displays.
- Other duties as assigned

SUPPORT FOR DIRECTOR OF RELIGIOUS EDUCATION AND RE PROGRAM:

- Provide administrative support for teacher meetings and workshops (e.g., Teacher Training, workshops, etc.)
- Provide administrative support in implementing RE-related special events (e.g., social action projects, milestone events, etc.)
- Help circulate internal and external RE-related publicity (e.g., in house publications and social media.)

- Coordinate arrangements for substitute teachers for RE classes and events.
- Supervise Sunday School one Sunday per month
- Other duties as assigned

SKILLS, ATTRIBUTES AND EXPERIENCE REQUIREMENTS

- Self-motivation, creativity, and flexibility.
- Strong interpersonal and communication skills.
- Strong organizational skills.
- Proficiency with computer programs such as MS Word, Excel, PowerPoint and Publisher.

PREFERENCES

- Experience in coordinating and supporting volunteers.
- Familiarity with Unitarian Universalist Principles, values, and congregational life.
- Experience working in a congregational or non-profit setting extremely helpful.
- Experience with Mailchimp extremely helpful.
- Comfortable with social media, especially Facebook, Pinterest and Instagram.

SEND RESUME TO

Leah Purcell, Director of Religious Education
Albany Unitarian Universalist

by email (preferred):
employment@albanyuu.org

by mail:
405 Washington Avenue, Albany, NY 12206

by fax:
518-463-1429

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