

Hourly wage will be \$15.

Start date will be May 21 (negotiable).

Please send letter of interest, resume, and two references to [office@uudavis.org](mailto:office@uudavis.org) no later than ~~April 30~~ <sup>May 7</sup>, 2017.

Per church policies, members of the UU Church of Davis are not eligible to apply.

**Unitarian Universalist Church of Davis  
RELIGIOUS EXPLORATION (RE) COORDINATOR**

**Job Description**

*updated 2017\_03*

|                             |   |
|-----------------------------|---|
| <b>Reports to:</b>          | Assistant Minister for Congregational Life                                    |
| <b>Effective:</b>           | May 1, 2017   |
| <b>Directly Supervises:</b> | Childcare workers, RE employees and volunteers, teachers and activity leaders |
| <b>Status:</b>              | Hourly / Regular/ Part-Time (18 hours/week)                                   |

## **JOB SUMMARY**

Reporting to the Assistant Minister for Congregational Life, the Religious Exploration (RE) Coordinator is responsible for maintaining and aiding in the growth of the church's Religious Exploration program, encouraging the growth of children and youth as well as volunteers and staff. The RE Coordinator ensures quality care and a safe environment for children whose parents or guardians are attending worship or other church functions, primarily on Sunday mornings. Weekday hours are flexible, including offsite possibility. Reduced summer hours.

## **ESSENTIAL FUNCTIONS**

### **Religious Exploration**

Be present on Sunday mornings to do the following:

- Make entrance appear welcoming to children and parents.
- Set up and maintain a safe and inviting environment.
- Assist RE teachers and volunteers as needed.
- Greet children and families.
- Ensure that rooms are left clean and set up and that all doors are locked.
- Prepare and distribute healthy snack.
- Maintain inventory and organize materials.
- Assist with teacher and volunteer orientations.
- Attend monthly Children's Religious Exploration Committee (CREC) meetings.
- Fill in as a Sunday morning teacher or childcare worker at the last minute.
- Reach out to and welcome new families.

### **Coordination**

- Ensure that all Sundays and additional events have enough childcare workers.
- Update attendance records weekly.
- Work with the CREC to recruit new teachers and activity leaders.
- Meet weekly with the Assistant Minister.
- Approve timesheets for childcare workers.
- Update family information in church database program.
- Assist with hiring new childcare staff as needed.

- Prepare Sunday lesson-plan material, as needed.
- Assist with scheduling of teachers and volunteers for Sunday morning, Our Whole Lives (OWL), and Coming of Age (COA) programs.
- Create program calendars.

### **Safety and Environment**

- Comply with all responsibilities delegated by the Board to the RE Coordinator in its Children & Youth Safety policy.
- Maintain inventory and organize materials in the Bridgehouse, and replace what needs replacing.
- Maintain list of allergies of regularly attending children, and update Bridgehouse copies as necessary.
- Collect and maintain registration forms for children and youth enrolled in RE programs.
- Collect and maintain background checks and safety forms for teachers and volunteers.
- Perform other duties as assigned by the Assistant Minister.

### **SKILLS AND KNOWLEDGE**

- Ability to use email, Google Drive, Excel, and basic computer data programs.
- Certification in infant and child cardiopulmonary resuscitation (CPR).
- Previous experience in caring for children in religious education or a similar environment.
- Ability to schedule workers and do recordkeeping.
- Knowledge of and experience with appropriate childcare practices.
- Respect for Unitarian Universalist Principles and Purposes.
- Experience working with a network of parents preferred.

### **COMPETENCIES**

- Alert, observant, active, and able to use judgment and initiative.
- Willing to accept responsibility and work cooperatively with others.
- Patience and ability to react positively under stress and in emergency situations.
- Able to relate well and communicate to children and their parent(s) or guardian(s).
- Ability to follow oral and written instructions as given by parents or supervisors.

### **PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS**

- Work requires lifting, holding, and carrying of infants and toddlers.
- Supervision of children and volunteers in outside playgrounds may require mobility of arms and legs.
- Work may involve outdoor activity in inclement weather.
- Ability to work Sunday mornings.