

**First Unitarian Church of Alton**  
**110 East 3<sup>rd</sup> Street, Alton, IL 62002; Office: 618/462-2462**

**Position:** Religious Education (RE) Coordinator  
**Reports To:** Minister  
**Hours Required:** 10 hours per week  
**Application Deadline:** September 30, 2017

**General description:**

The RE Coordinator is responsible for the support, monitoring, and leadership of the Religious Education program. This is a ten-month/year position, with a budgeted salary of \$10,000. Hours will include preparation and meeting time during the week and Sundays.

**Responsibilities:**

- Recruit and schedule volunteers to lead Sunday RE classes
- Maintain oversight of the Nursery program and recruit volunteers, as needed
- Step-in and teach as needed
- Coordinate with experienced members, as directed by Minister, to modify or select curriculum
- Maintain list of and complete background checks on all volunteers working with children and youth
- Maintain attendance sheets for Nursery, elementary RE and youth programs
- Assist in preparing and placing class materials in proper classrooms
- Ensure receipt of RE registration forms and provide appropriate safety information for RE teachers and youth advisors
- Maintain supplies and special requests for supplies through delegation or personally acquiring them, as needed
- Inform the Minister of any programmatic or safety concerns for participants and congregation attendees
- Provide monthly newsletter article on RE happenings
- Inform responsible Worship Associate if there is any change in the RE program that could affect Sunday worship or scheduling
- Welcome the children leaving the Sunday worship service and assure calm movement into RE rooms
- Prepare a brief monthly report for the Board of Trustees on key aspects of the RE program

**Skills:**

- Enthusiasm for religious education of children and youth
- Ability to work within a community of diverse beliefs and cultures
- Attention to detail and flexibility
- Ability to communicate effectively in writing and verbally
- Able to delegate responsibility
- Proficient with computers and Microsoft Word

Successful completion of a background check

**Background:**

Experience working with and coordinating volunteers

Experience working with children

Familiarity with Unitarian Universalism is a plus

***Priority consideration will be given to non-First UU Alton members/congregants. Send your resume and cover letter to our minister at [thisisamybrooks@gmail.com](mailto:thisisamybrooks@gmail.com).***