

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Adult Religious Education (RE) Program Coordinator
Reports to: Religious Education Council Chair
Hours required: 5-10 hours per month; workload increase in August, September, April, and May; commitment of one year; term limit of 4 years

General description:

The Adult RE Program Coordinator is responsible for the support, monitoring, and leadership of the Adult RE programs. Ensures the quality and safety of our Adult Program.

Responsibilities:

- Locate and schedule volunteers with skill and knowledge unique to adult spiritual/faith development across the developmental stages of adulthood.
- Inform the RE Council Chair and Minister of safety and interpersonal issues as they arise.
- As needed, convenes small short-term teams of youth and adults to accomplish goals of the Adult RE Program.

Skills:

- Ability to communicate to volunteers in writing and verbally.
- Ability to delegate responsibility.
- Knowledge of risk management concerns for adults over the age of eighteen. Including:
 - Young adults (18-35)
 - Middle age (35-55)
 - Elder-hood (55 and older)