

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Elementary Religious Education (RE) 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 Elementary RE Coordinator is responsible for the support, monitoring, and leadership of the Elementary RE program. Ensures the quality and safety of our Religious Education programs.

Responsibilities:

- Locate and schedule volunteers for the Elementary RE programs.
- With support of RE Council Chair, Minister, and or specifically designated team, locates developmentally appropriate religious education curricula and/or activities.
- Ensure the training of volunteers in appropriate programming and safety.
- Address issues and concerns of the Elementary RE programs.
- Inform the RE Council Chair and Minister of safety and interpersonal issues as they arise.
- As needed, convenes small short-term teams to accomplish goals of the Elementary RE Program.

Skills:

- Ability to communicate to volunteers in writing and verbally.
- One years' experience working as a volunteer in the RE Program.
- Ability to delegate responsibility.
- Knowledge of risk management concerns for children between the ages of five and twelve years old.