

## **First Unitarian Church of Alton**

110 East 3<sup>rd</sup> Street, Alton, IL 62002

Office: (618-462-2462)

**Position:** Religious Education (RE) Administration 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 RE Administration Coordinator is responsible for maintaining religious education files related to attendance, contact, and safety of RE participants. The RE Administration Coordinator will also maintain the supplies needed for the RE program.

### **Responsibilities:**

- Maintain list of and complete background checks on all volunteers working with children and youth.
- Maintain attendance sheets for the Nursery, Spirit Play, Elementary RE, and Youth programs. Will inform the appropriate coordinator if attendance sheets are not completed.
- Ensure receipt of RE registration forms and will provide appropriate safety information for RE teachers and youth advisors.
- Will maintain supplies and special requests for supplies through delegation or personally acquiring supplies, as needed.
- Will inform the RE Council Chair and Minister of any programmatic or safety concerns of members, participants, and families of the RE program.

### **Skills:**

- Ability to communicate effectively in writing and verbally.
- Ability to delegate responsibility.
- Detail oriented.
- Proficient with the computer including Word programs.