

Job Description

Second Unitarian Church of Omaha

3012 S 119th Street, Omaha, NE 68144 • 402.334.0537

Title: Director of Religious Education (DRE)

Summary: The role of the DRE is to implement religious education programs for children and youth throughout the congregational year (September – June) through leadership, management, coordination and practical assistance. The DRE works cooperatively with the Minister and other staff, RE Committee, Board of Trustees and members of the congregation. The DRE is supervised by the Minister.

Duties:

1. Formulate the philosophy, policy, goals and programs of the RE program with input from the Minister and RE Committee, based on the Principles and values of Unitarian Universalism.
2. Review, enhance, develop and implement developmentally-appropriate religious education curricula, materials and programs for RE programming for children and youth.
3. Oversee the Religious Education program for Sunday mornings, being able to fill in as a teacher or intervene in behavior management as needed, plus greet visitors with families. This will include some type of summer program.
4. Coordinate Whole Congregation Worship services with Minister.
5. Recruit, organize, train and support teachers. Communicate regularly with teachers and other volunteers to determine ongoing training needs and provide guidance as needed. Be available to consult with teachers and parents regarding RE classroom management.
6. Recruit organize, train and support youth advisors, in cooperation with staff and volunteers from the First Unitarian Church, in support of the joint Youth Program.
7. Assist with the recruitment of members for and work in cooperation with the RE Committee. Delegate and supervise as needed duties that can be performed by members of the RE committee or other volunteers. Convene and conduct meetings of the RE Committee at least Quarterly and as needed.
8. Hire and supervise the childcare coordinator/nursery coordinator and hire effective, caring and qualified childcare staff
9. Maintain RE records, including registration and attendance records. Develop and oversee a system for the organization, distribution, and maintenance of the RE files and materials.
10. Communicate with parents and members of the congregation, keeping them informed of RE goals and activities through the use of congregational media and one-to-one conversations. Develop and maintain welcome information for visiting families through appropriate media venues. Follow-up as needed with visitor families.
11. Develop, manage, and review annual DRE budget and make recommendations to Finance Committee per designated guidelines and deadlines.
12. Be a member of the Second Unitarian SMART (Sexual Misconduct and Abuse Response Team) and help facilitate safe congregation education and ongoing review and development of Child Safety policies and procedures.
13. Submit monthly DRE report to the Board of Trustees.

14. Seek and pursue professional development to be aware of trends in Unitarian Universalist Religious Education development through RE leadership training, networking with other DREs, and reading professional literature.
15. Establish membership in the Liberal Religious Educators Association (LREDA). Attend as possible LREDA conference, district conference, UUA general assembly, Renaissance models or other trainings offered.
16. Be an advocate for children and their families. Voice the concerns of children and parents to groups within the society, fostering the growth of intergenerational community. Find creative ways to attract and involve the larger church community in the RE program. Be a resource to parents, committees and congregation in the general area of religious education.

Qualifications and Skills:

1. Commitment to and a deep understanding of Unitarian Universalist Principles and values.
2. College degree or relevant experience in religious education, education, child development
3. Understanding of developmental stages of children and youth and the associated teaching/learning strategies.
4. Experience in working with K-12 children and youth.
5. Competency in anti-racism and multi-cultural issues, and anti-oppression issues generally, including LGBTQ+, sexism, gender identity, disability concerns, and social class.
6. Understanding of basic child safety policies and procedures.
7. Ability to use MS Office programs, email communication, and social media
8. Ability to develop and manage budgets.
9. Ability to recruit and supervise paid and volunteer staff.
10. Must be 25 years of age or older.
11. Must be able to lift 25 pounds, communicate clearly by telephone and move around the congregational building and grounds, including stairs.
12. Must be able to travel and have a current driver's license.
13. Must be able to pass a background check.
14. Strong organizational, interpersonal, and communication skills both verbal and in writing.
15. Warmth, enthusiasm, and creativity.

Position Details:

This is a part-time and year-round position, for 20 hours per week from July 1st to June 30th. The DRE must be available to work Sunday mornings during the congregational year (September – June) and also during the summer as needed for summer programming. The DRE will maintain weekly on-site office hours per week as determined by the Minister.

Compensation and Benefits:

Salary is commensurate with UUA Fair Compensation Guidelines for Geo Index 2 and based on education, UUA RE credentialing status and experience.

Benefits include:

- Participation in the UUA Retirement Program with 10% employer contribution
- Participation in the UUA Life Insurance and Long-term Disability Insurance with 100% employer contribution
- Participation in the UUA Health Plan without employer contribution
- Professional expense allowance
- One Sunday per month off, with adequate supervision by volunteers arranged
- Forty hours paid leave annually, to include no more than two Sundays.