



## **Job Description**

### **Second Unitarian Church of Omaha**

*3012 S 119<sup>th</sup> 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, RGL 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 RGL Committee, based on the Principles 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 RGL Committee. Delegate and supervise as needed duties that can be performed by members of the RGL Committee or other volunteers. Convene and conduct meetings of the RGL Committee at least Quarterly and as needed.
8. Recruit and supervise the Childcare Coordinator in cooperation with the Minister and recruit effective, caring and qualified childcare staff in cooperation with the Childcare Coordinator.
9. Maintain RE records, including registration and attendance records. Ensure that all teachers and other RE volunteers receive a background check annually. Develop and oversee a system for the organization, distribution, and maintenance of 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 the Budget Team via the Minister 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 via the Minister.
14. Seek and pursue professional development to be aware of trends in Unitarian Universalist Religious Education 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 conferences, 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 congregation, 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.
17. Conduct a professional life in accordance with the Seven Principles of Unitarian Universalism, the Second Unitarian Church's Covenant of Right Relations, the Second Unitarian Church's Personnel Handbook, the Second Unitarian Church's Standing Rules, the Second Unitarian Church's Safer Congregations Policy, and the Liberal Religious Educators' Code of Professional Practices.
18. Other duties as assigned.

### **Qualifications and Skills:**

1. Commitment to and a deep understanding of the Unitarian Universalist Seven Principles.
2. College degree or relevant experience in religious education, education, and/or child development
3. Understanding of the developmental stages of children and youth and the associated teaching/learning strategies, especially for religious education.
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 drive and have a current driver's license.
13. Must be able to pass a background check before hiring is finalized.
14. Strong organizational, interpersonal, and communication skills both verbal and in writing.
15. Warmth, enthusiasm, and creativity.

**Job Details:**

This is a part-time and year-round position, for 20 hours per week from July 1<sup>st</sup> to June 30<sup>th</sup>. 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-Small Congregation 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.
- Forty hours paid sick leave annually