

Employer Information

Unitarian Universalist Congregation of Grand Traverse
6726 Center Road
Traverse City, MI 49686
www.uucgt.org
Contact name: Susan Sherman, Office Administrator
Contact email: office@uucgt.org

Application Deadline: May 5, 2019

To apply: Please send a cover letter and resume to office@uucgt.org. No calls please. Please provide 2-3 professional references. UUCGT does not discriminate on the basis of race, color, gender, sexual orientation, age, physical or mental ability, genetic predisposition, ancestry, or national origin.

Job Description: Director of Religious Education (Ages 5 – Youth) \$18.00/hour - 10 hours per week - 52 weeks per year

Administrative

- Makes a list of the families that have completed registration forms
- Seeks out families who have yet to complete registration forms
- Makes a list of volunteers who have completed background check
- Creates RE feedback form and box
- Ensures that staffing is in place for each Sunday.
- Provides leadership and training (if needed) to teaching staff

Personnel

- Oversees the Nursery (pre-school) program. (We understand the nursery pretty much runs itself, but they need a “go-to” person if they have questions and this should be the RE Director)
- Communicates with the Minister regarding the RE Program
- Evaluates teachers, along with the RE Committee, and annually recommends retention or replacement

Marketing & Outreach (this could be a separate task paid to an individual as a stipend)

- Spreads the word about our RE plans (OWL, etc.) via Facebook, connections to other organizations, etc. Create Facebook/Instagram/Twitter posts at least three times per week
- Creates programming brochure for welcome table

Communication with Parents and Congregation

- Writes brief RE news for the Flash and Beacon
- Prepares Annual Report to the Board
- Serves as the “Go to” person for problem-solving and conflict resolution between parents, teachers and church attendees should the need arise

Curricula

- Researches and oversees curricula that meet the goals of UUCGT and RE committee (OWL, Teaching Tolerance, Nonviolent Communication, UUA, Neighboring Faiths, Coming of Age).
- Oversees and reports on programming in all classrooms (monthly feedback to be given to the RE Committee)