

Religious Education Coordinator

Bellingham (WA) Unitarian Fellowship

Position Summary: Bellingham Unitarian Fellowship is seeking a dynamic and caring individual for a part-time position as its Religious Education Program Coordinator. This person should have the skills necessary to work collaboratively with the Religious Education Committee, the staff, and other volunteers to grow an ever-evolving program that is responsive to the changing needs of the fellowship. The new Coordinator will be expected to promote inclusivity, share Unitarian Universalist values and beliefs, and nurture relationships with families, helping to integrate them into the overall life of the congregation.

Setting: Bellingham Unitarian Fellowship is an inclusive and pluralistic religious community guided by Unitarian Universalist principles, sources, and traditions. We number about 200 members with a growing cadre of 20-25 children and youth.

Start date: August 1, 2024

Essential Functions and Responsibilities:

Recruit, train, support, and supervise volunteers.

- Recruit classroom teachers, RE assistants, RE Committee members, and nursery workers.
- Work closely with RE Committee members.

Manage the Sunday RE Program for Children and Youth.

- Schedule childcare volunteers
- Plan and prepare lessons for classes (pre-school - middle school).
- Prepare space and materials for teachers.
- Meet and greet parents and children,
- Support teachers and RE Assistants.

Oversee Communications:

- Welcome and orient new families.
- Communicate with families and volunteers.
- Write articles for mid-week update, email, make posters & flyers.
- Attend Staff meetings.

Administer the Program.

- Keep track of budget,
- Track attendance,
- Monitor time sheets,
- Purchase supplies and maintain & organize materials.

Provide parent and family support.

- Sponsor Parents' Night Out (3 times per year).
- Encourage membership committee to provide a parents' pathway class.
- Promote family participation in church-wide events.

Coordinate with other committees.

- Recruit a committee to oversee an **Our Whole Lives** education program for Skagit and Whatcom Counties. (With the help of the coordinator, the committee would manage the program independently)
- Communicate with the Adult Religious Education Committee and the Chalice Circle Planning Committee to coordinate plans.

Professional Development.

The RE Coordinator is encouraged to engage in continuing education to enhance professional knowledge and skills, including LREDA sponsored classes and regional cluster meetings. An allowance for professional expenses is included in the budget.

Qualifications and skills:

- Bachelor's Degree or equivalent experience in religious studies, teaching, or another related field is preferred.
- Experience working with children, youth, and volunteers in a recreational or educational capacity.
- Strong interpersonal and communication skills
- Willingness to collaborate with others.
- Demonstrated organizational, administrative, and management skills.
- Experience directing programs, organizing events, and managing volunteers.
- Familiarity with office productivity software and digital communication tools.
- Knowledge of and experience with Unitarian Universalist educational methods and curricula is preferred, but not required.
- Must have a flexible schedule, to accommodate the fellowship's calendar.
- An understanding of Unitarian Universalist values and a commitment to creating an inclusive and welcoming environment
- The person hired must obtain "Red Cross Adult and Pediatric First Aid/CPR/AED" certification and undergo a routine background check.

Compensation Information:

- **Annual salary:** \$27,500, divided into 12 equal payments. This is a **20-hour** per week position, although some weeks may be more and some less because of the nature of the work.
- **Benefits:** partial health insurance reimbursement, long term disability, summer planning time, 4 Sundays off during the teaching year, flexible work schedule, and eligibility for retirement contributions after one year

Please send a resume and a letter of interest that details why you would be a good fit for this position to: RE-hiring@buf.org Applications will be screened beginning May 12th. We will be conducting interviews on a rolling basis and hope to have our new RE Coordinator position filled by mid-July.

BUF affirms its commitment to equal employment opportunity for all individuals. We encourage people from marginalized groups to apply for this position. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state, and local laws and without regard to race, color, sex, national origin, age, sexual orientation, disability or any other classification protected by law.

For more information about Bellingham Unitarian Fellowship go to <http://buf.org>