

Looking for Assistant Director of Religious Education – Canton Unitarian Universalist Church

The Unitarian Universalist Church of Canton New York is seeking a creative Assistant Director of Religious Education (ADRE). The successful applicant should have excellent organizational and communication skills and be available most Sundays. This is a 10 hour per week position with a salary of \$5,720. Proposals for job sharing will also be considered. The ADRE reports to the Director of Religious Education (DRE), who has overall responsibility for the program with the guidance and assistance of the Religious Education Committee. Specific assignments will be worked out collaboratively between the DRE and ADRE, depending on the skills and interests each brings.

Please send letter of interest and resume to: Unitarian Universalist Church, 3 1/2 E. Main St, Canton, 13617 or uucanton@verizon.net Applications will be considered beginning immediately with an offer of employment expected by mid-January.

Shared Responsibilities

1. Organized and Efficient – lots to do in a short time.
2. Good Communicator – lots of communication (phone, email, in person) details to carry out.
3. Creative Thinker – Enjoy and Participate in Planning/ Visioning:
 - Curriculum/RE Sunday/Recruiting, etc
 - Events with Children
 - Intergenerational Worship and Events
 - Outreach and Community Building
 - Keeping things fresh without throwing out what works
 - Creating more meaning, more connections. Appreciate what we have while working for more depth.
 - Planning Coming of Age events and fundraisers.
 - Planning Our Whole Lives sexuality education workshops and class offerings.
 - Planning/ Visioning for Youth Group
 - How to integrate our UU values in all we do.
4. Works well with others. All our staff (teachers, assistant teachers, childcare providers, youth advisors, REC members) are volunteers. Need to direct with the expectation of commitment, without driving them away.
5. Willing to do varied tasks:
 - Writing – articles, letters, etc.
 - Routine Communication
 - Problem-solving
 - Direct contact with kids, teachers, parents, etc.
 - Create displays – bulletin boards, classroom projects, etc.
 - Vision/Planning
 - Carry out details of planned events
 - Recruitment of teachers, etc.
 - Help plan/carry out Intergenerational services
 - Help procure supplies, books, etc.
 - Help with Web site (RE pages)
 - Photograph and catalog photos
6. Be flexible.
7. Have fun.