

## **Job Description**

### **Director of Religious Education (DRE)**

**Overview:** The DRE oversees, guides, supervises and implements all aspects of the religious education program for children and youth at the First Unitarian Society of Schenectady (FUSS). The DRE works with the Religious Education (RE) Council, the Adult Programs Council (APC), the Social Action Council (SAC), The Board of Trustees, the Minister, and the entire First Unitarian Society of Schenectady community to realize the FUSS Religious Education Mission. The DRE is accountable to the Minister and collaborates on a day to day basis with the chair of the RE Council and the Minister and on an as needed basis with the chairs of other councils.

#### **Specific Responsibilities:**

##### **Program:**

- Working with the RE Council, implements and oversees all aspects of Religious Education programs from nursery through youth programming, including but not limited to the *Spirit Play* curriculum for grades K-4, the *Neighboring Faiths* Program, the *Our Whole Lives (OWL)* program, and the Coming of Age program.
- Working with the Youth Advisors, oversees youth programming, including developing and setting goals for the youth program
- Actively researches and assesses available curricula for our children and youth. Works collaboratively with the Minister and the RE Council to assure that the best and most appropriate curricula are selected. Integrates program content in creative and flexible ways.
- Working in partnership with the Minister and the RE Council to design and present short inspirational programming for children as part of both Sunday services and 3 to 4 special intergenerational services.
- Together with the Minister, the RE Council and other councils as needed, helps to develop and plan several special intergenerational events and social action initiatives throughout the year such as the All Church Sleepover.

##### **Relationships:**

- With RE Council: Assists in recruitment of council members; provides support to Chair; promotes exchange of ideas, assistance, and resources as needed for RE children's and youth programs.
- With RE volunteer Faculty and Staff: Works with Council in recruitment and nurturing of volunteer faculty and staff. Works with Council to provide training and orientation programs for faculty and staff.
- With Congregation: Serves as an ambassador for children and youth in all contexts of congregational life. Advocates for Lifespan Religious Education by working with leaders and existing structures to better integrate intergenerational programming.
- With Youth Advisors: Assists in development and implementation of curriculum and policy.
- With Minister and staff: Works in a team setting as we move toward a goal of inclusive and intergenerational Beloved Community.
- With FUSS Community: Welcomes community members to participate in religious education.

- With FUSS Community: Implements *Safe Congregation* Policy and Procedures

**Administrative:**

- Supervises all aspects of religious education classes
- Supervises and implements volunteer teacher and mentor recruitment, orientation and training, and oversees formal UUA training as needed for, but not limited to, *Spirit Play*, *OWL*, and Coming of Age teachers; and together with the Religious Education Council helps to develop lay leadership in religious education.
- Oversees Senior Youth Program
- Partners with the RE Council and Building and Grounds Committee to oversee the safety, function, and aesthetics of the Religious Education facilities, supplies, and equipment.
- Prepares annual Religious Education prospectus
- Attends RE Council meetings, and APC, SAC and Board meetings as necessary
- Meets with the Minister weekly and with Minister and staff as scheduled
- Maintains and updates registration of children and youth
- Holds weekly office hours
- Monitors the RE budget

**Professional:**

Pursues personal and professional development through district, LREDA, denominational and other educational opportunities as a UU Religious Educator. Attends workshops and meetings with other area, District, and regional DREs to provide professional support and cultivates relationships with other RE professionals and programs.