

**Director of Religious Education
Unitarian Universalist Church of Savannah
311 E. Harris Street, Savannah, GA 31401**

Start Date: June 1, 2020 (*negotiable*)

Salary: Fair Compensation per UUA guidelines (starting, \$17.30/hour)

Work Hours: Part-time, year-round, 16 hours per week; Sundays 10 am to 1 pm, plus generally flexible hours during the week

Supervised by: UU Church of Savannah Personnel Committee

Job Summary: The Director of Religious Education, under the guidance of the personnel committee, will plan, administer and promote religious education (RE) programs for children and teens.

Areas of Responsibility:

- **Planning:** Select curricula for religious education classes; create annual religious education calendar
- **Volunteer Management:** Recruit, inspire, nurture, and train volunteer teachers and other RE volunteers; meet with teachers at least twice per year
- **Management of Childcare Workers:** Recruit, train, and supervise qualified childcare workers for our nursery
- **Welcoming and Engagement:** Build relationships with families through effective and timely communication; welcome and reach out to new families; contact families to follow up on absent children
- **Oversight:** Oversee effective and safe Sunday morning RE program implementation; coordinate and monitor childcare staff; maintain attendance records, roster, registrations, and other pertinent RE records; oversee RE special events and fundraisers; track RE expenditures to remain within designated budget.
- **Communications:** Communicate regularly with all students; communicate regularly with teachers to ensure understanding of programs and schedules; communicate regularly with parents and the congregation electronically and via spoken announcements; submit monthly column and periodic RE updates to the weekly newsletter; submit RE report for church's annual report.
- **Worship:** Plan and implement RE Sunday in May; support worship elements throughout the year.

Qualifications and Skills

- Bachelor's Degree, preferably in education or a related field
- Experience in religious education, teaching, or youth ministry
- Grounding in Unitarian Universalism and UU identity
- Experience in managing and promoting events, especially for children and youth
- Has excellent administrative and communication skills, and facility with computers
- Has excellent interpersonal skills; can interact effectively with people of different ages, abilities, backgrounds
- Knows how to create and maintain a safe and welcoming physical space
- Handles sensitive concerns with care and confidentiality
- Must pass background check

To be considered: Please send a letter of interest and your resume with references to: personnel@uusavannah.org