

Appendix A to the Contract
Director of Religious Exploration – Job Description
Unitarian Fellowship of Peterborough
Effective June 2019

*Grounded in love, the Unitarian Fellowship of Peterborough strives to be a welcoming community
that embraces life with wonder and inquiry.
Dedicated to our Unitarian Universalist Principles and inspired by our interconnection with all that is,
we foster personal transformation and act for a just and sustainable world.*

Role: The role of the Director of Religious Exploration (DRE) is to provide leadership and inspiration in the implementation of quality religious exploration (RE) programming for children and youth, which reflects the principles and values of the Unitarian Fellowship of Peterborough (UFP).

Time Frame (Hours): Part-time position, 15 hours/week average. Hours vary but must include most Sundays (one Sunday off per month).

Accountability: The DRE is accountable to the Board of Directors, through the Religious Exploration Committee, and is supervised by the Minister.

Responsibilities:

1. Program Oversight:

- 1.1 Ensure that the RE program at UFP honours the inherent worth, creativity, and light within each child/youth.
- 1.2 Nurture an environment that is safe, caring and welcoming for children and youth
- 1.3 Hold a vision for RE programming which includes Unitarian Universalist (UU) value-based learning, team-centred fun, multigenerational engagement, and spiritual exploration.
- 1.4 Be the hub of communication for UFP families and participants through personal engagement; and through our website, e-news, and Facebook.
- 1.5 Help to build a multigenerational UFP community based in relationships of mutual respect.

2. Staff Relationships

- 2.1. Supervise and work with the RE Facilitator to provide programming.
- 2.2. Train, supervise and pay child care (playroom) staff and monitor their schedule.
- 2.3. Meet with Minister on a regular basis for supervision and participate in an annual performance review
- 2.4. Work with all staff to coordinate congregational calendar

3. Program Facilitation

- 3.1. Plan and facilitate RE programming on Sunday mornings in collaboration with the RE Facilitator and volunteers.
- 3.2. Find and implement ways to include children in the Sunday service in the interest of developing leadership and their sense of being an integral part of the whole UFP community.

- 3.3. Plan and coordinate OWL (Our Whole Lives) programming on a rotating schedule.
- 3.4. Plan and coordinate RE and multigeneration events outside of Sunday mornings and Thursday night youth group.
- 3.5. Adapt curricula, activities, and resources as appropriate
- 3.6. Welcome visiting parents and children and provide information
- 3.7. Find creative and respectful ways to address differing needs.
- 3.8. Train, schedule and support volunteers in the program, including youth advisors.
- 3.9. Contribute to planning and implementation of multigenerational services as requested
- 3.10. Coordinate childcare, as requested, during UFP events, and advocate for the same.
- 3.11. Maintain supplies; inventory and replenish supplies as required
- 3.12. Ensure an environment that conforms to our Child Abuse Prevention Plan and other UFP Policy.
- 3.13. Be the “go to person” for Unicamp-UFP business

4. Administration and Reporting:

- 4.1. Maintain registration lists, attendance records, children’s name tags and other RE files
- 4.2. Update and maintain forms required for registration, permissions, drivers, etc.
- 4.3. Oversee RE program budget and maintain financial records.
- 4.4. Attend to any Unicamp related administrative duties, including overseeing UFP’s subsidies for camp.
- 4.5. Prepare DRE’s Report and Expense Report/Budget Update for the RE Committee each month
- 4.6. Attend RE Committee meetings and other UFP meetings as appropriate
- 4.7. Meet with RE Chair as necessary
- 4.8. Write Annual Report for the RE Program to be approved by RE Committee
- 4.9. Monitor physical environment for safety hazards and bring building-related issues to the attention of the responsible parties.

5. Professional Development:

- 5.1. Attend CUC trainings for professional and program development, as pre-approved by the RE Committee; Network with other UU RE professionals
- 5.2. Keep informed about literature and developments in the RE field.
- 5.3. Inform RE Committee of professional development opportunities for RE leaders and volunteers
- 5.4. Review CUC mailings and disseminate information as appropriate

6. Responsibilities shared with the RE Committee:

- 6.1. Promote the inherent worth and dignity of children and youth. Advocate for the inclusivity of children/youth and their families within UFP.

- 6.2. Formulate the philosophy, policy and goals of the RE program and communicate these to the congregation
- 6.3. Develop and implement program evaluation plan
- 6.4. Plan yearly RE calendar
- 6.5. Develop and help organize special multigenerational and/or child and youth and family-oriented events and projects.
- 6.6. Prepare annual RE budget to be submitted to the Finance Committee.
- 6.7. Recruit and screen new RE volunteers and child care staff following the UFP Policy entitled, Child Abuse Prevention Plan, approved by the UFP Board of Directors in March 2010 and attached as Appendix B to the contract. All references to Religious Exploration Coordinator in Appendix B will apply to DRE.
- 6.8. Organize and facilitate volunteer development activities (e.g. orientation, training, recognition)
- 6.9. Formulate the policies and oversee the Our Whole Lives (OWL) programming at UFP. Screen volunteers interested in becoming UFP OWL trained facilitators.

Knowledge and qualities required:

- Knowledge of Unitarian Universalism
- A ‘people person’...with an ability to connect in the interest of an inclusive community of children, youth and adults
- Flexibility, creativity, problem solving skills, and good judgment
- Ability to work independently and take initiative
- Desire to continuously learn...about child development, justice issues, etc.
- Ability to work as a team member with volunteers, committees, other staff and the Board

Desired experience and skills:

- Strong communication, interpersonal and networking skills; ability to be a “champion” of the program
- Skilled at group facilitation and developing hands-on experiential and inclusive learning.
- Ability to use word processing, email, internet and social networking (e.g. Facebook, groups/forums, web calendars etc)
- Solid organizational and event coordination skills
- Supervisory experience
- Volunteer coordination experience
- Knowledge of child development, childhood behaviour and appropriate teaching techniques

A Criminal Background Check (Vulnerable Sector) is required for this position.