

SEEKING DIRECTOR OF RELIGIOUS EDUCATION

Mission Peak Unitarian Universalist Congregation

Fremont, California

Our congregation is seeking a part-time Director of Religious Education to start in the early spring of 2008. MPUUC is a dynamic congregation of about 120 members. Our religious education program currently includes about 40 children and youth. Mission Peak has a strong commitment to families and children. We are working to grow our congregation and enhance our presence in the greater community. We meet for worship in the Cole Hall at the First United Methodist Church Campus in Fremont. There are dedicated classrooms for children and a large grassy area for outdoor play.

Tasks:

Ongoing Responsibilities

- Recruit and train teachers, coordinate and distribute class schedule
- Recruit and schedule nursery workers
- Select, plan and review curricula and program
- Schedule lessons and advise teachers in making lesson plans
- Each week contact upcoming Sunday teachers and nursery workers
- Maintain close contact with minister and Lifespan Learning team

Sunday Duties (With one Sunday off per month)

- Open up overall facility and check classrooms
- Greet families and welcome and orient newcomers
- Aid and supervise teachers and nursery workers
- Help guide children to their classes and troubleshoot as needed
- Check and lock up rooms after class
- On a rotating basis, with other staff, lock overall facility

Other Tasks

- Write a monthly newsletter column
- Periodically tell a children's story during service
- Help coordinate occasional intergenerational services
- Create and direct annual children's winter pageant service
- Maintain contact with other district religious education directors

Skills needed: Someone who has organizational, interpersonal and communication skills, likes kids and is philosophically aligned with Unitarian Universalism.

Hours: One-third time - could be expanded to one-half time in the future, by mutual agreement

Salary: \$14,300-\$17,800 (depending on qualifications) over an 11 month period

Starting Date: Open to negotiation

Please phone or email: Lucy Rich, (510)796-3014, lucy@alumni.caltech.edu