

Interim Childrens Program Coordinator

Reports to: Sr Minister

Position Description: to lead the program providing children pre-k through 5th grade with activities that will develop by 5th grade basic intercultural and religious competency, respect for others, and the importance of being kind to others, and having an open mind towards all faiths. This is an interim position while the church is in search for an Assistant Minister for Faith Formation. Once that minister is hired, the position will likely be terminated. The anticipated tenure of this position is 6-12 months. This position is part of a team involved in lifelong faith development for the TUCW congregation. The position is hourly part-time up to 20 hours per week and does not qualify for medical insurance and other benefits. The position requires a commitment to working on Sundays 8AM-2PM and 9-12 Tuesday morning for staff meetings. Other days are flexible.

Job Requirements:

- Associates degree minimum, bachelors preferred in an area related to education
- 5 years work experience as a teacher, preferably elementary or pre-school
- strong communications skills and ability to deal with various constituents including parents and how to use different channels to get messages across
- familiar with modern technology and databases
- experience managing volunteers and small teams
- demonstrated ability to plan and prioritize to manage projects successfully from start to finish.
- flexible and able to respond to a changing situation

Duties and Responsibilities:

- recruit, schedule and manage volunteers and any independent contractors/Sunday teachers
- create lesson plans 4 weeks out using the UUA materials Soul Matters or other curricula with Senior Minister's approval and plans and leads children's chapel service once a month. Works with Sr Minister on other worship opportunities.
- Works with Youth Program Coordinator to assess and implement programs across generational lines
- purchase and organize own supplies within set budget
- prepares materials and space for Sunday (downstairs main building)
- with parents - gathers registration, answers questions/concerns, gathers feedback/performs surveys
- updates Realm and keeps all attendance and permission forms up-to-date
- communication: provides blurbs for Soundings, postings for website, posters for bulletin boards etc
- provide input, ideas and feedback to team meeting for ways to encourage participation in their programming
- interfaces with the LFD programming council
- acts on plans from team meeting for longer-term events - potlucks, parent sessions, volunteer teacher trainings, fire drills, etc

Additional (see also staff covenant)

- Works collegially with other UU staff, committee members, adult and child congregants, and volunteers to ensure a positive work atmosphere, helping out the staff team in various ways when an extraordinary situation arises.
- Plans own time in order to accomplish work in a timely fashion, and reports hours worked/allocation of time accurately and on time to UU Westport.
- Keeps confidential private information related to a congregant or colleague.
- Attends meetings as required.
- Maintains own files, both electronic and paper, in a manner allowing supervisor and selected other staff to be able to find items.
- Maintains personal level of computer skills so as to be able to perform job.
- The TUCW Employee Policies Handbook contains other relevant job related information and confidentiality requirements.

I have read and understood my job responsibilities:
