

**IMMEDIATE OPENING**  
**RELIGIOUS EDUCATION DIRECTOR**  
**UU Church of Saco and Biddeford, Saco, ME**

Quarter-time position, Aug. 15 – June 15, about 10 hours per week

3 units of work per week (each “unit” is a morning, afternoon or evening):

- One unit Sunday mornings – 8:30 am - 11:30 am
- One unit allocated weekdays – AM/PM/evening
- One unit by mutual agreement – discretionary

This is a professional position, supervised by the minister as head of staff. A ten-month salary of \$5500 will be paid in equal installments on the 1<sup>st</sup> and the 15<sup>th</sup> of each month. A professional expense account of \$350 is provided in addition. This position is open now and applicants are urged to contact Rev. David W. Chandler as soon as possible.

**Expectations:** Direction of RE for 25-30 children and youth, K – 12. Outreach to church families and the community, recruitment and direction of volunteers. Staff support to the RE Committee. Selection of age-appropriate curricula. Planning of intergenerational worship and activities. Administration of the RE Program.

**Qualifications:** At least one year of teaching or similar experience working with children, youth and families in settings of organized play and learning. Satisfactory background check required, consistent with “safe congregation” policy. Ability to evaluate curricula and familiarity with Unitarian Universalism will be helpful.

**Skills:** Enthusiasm and dedication in working with children and families. Good communication and organization, independence and creativity. Ability to collaborate with other staff and the RE Committee, inspire and direct volunteers. Competence, energy and positive attitude in relationships with parents, Board and congregation.

**Duties:**

- Coordinates preparation of space, supplies and staff for Sunday program.
- Greets incoming families with welcome and assistance on Sundays.
- Provides support for classroom volunteers as needed on Sundays.
- Attends monthly RE Committee meetings as staff to the Committee.
- Cooperates with the RE Committee Chair in planning and follow-through.
- Communicates with the RE Committee, teachers, parents and the congregation.
- Stays in regular contact with parents, and provides outreach to new families.
- Provides regular and ongoing teacher support.
- Meets regularly with the minister for review and planning.
- With the RE Committee and the minister, plans and implements recognition of adults, children and youth involved in RE activities.
- With the minister, plans, schedules and coordinates intergenerational worship and special events.
- Participates in District and denomination professional development. Maintains contact with the District and other RE professionals.
- Other duties as assigned by the minister.

**PLEASE CONTACT: UUCSB, 60 School St., Saco 04072 – (207) 282-0062.**  
**An Equal Opportunity Employer – August 28, 2009**