

Job Description

Child and Youth Religious Exploration Leader (RE Leader)

Unitarian Church of Edmonton

The RE Leader coordinates the development and delivery of childcare and religious exploration programs for the children and youth (from infants to senior high youth) of the Unitarian Church of Edmonton. Key responsibilities include coordinating volunteers, supervising childcare staff, working collaboratively with the Religious Exploration (RE) Committee, administering children and youth programs, and sharing information and building cooperative relationships with program participants, parents, congregants and church staff. The RE Leader carries out these responsibilities in cooperation with the RE Committee, other church committees, the board, parents, volunteers and other church staff.

A. Reporting and Supervision Relationships

- Reports to the RE Committee
- Supervised by the Minister

B. Key Areas of Responsibility

1. *Coordinate volunteers*

- Ensure the recruitment, screening, training, support and recognition of children and youth program leaders and other program volunteers.
- Ensure leaders are in place for Sunday morning and other regular children and youth programs.

2. *Supervise childcare staff*

- Screen, hire, train and supervise nursery care staff and childcare providers.
- Ensure that staff is in place for Sunday morning nursery care, for meetings relating to children and youth programs and for congregational meetings as requested.
- Assist other church committees and groups in arranging for childcare providers for meetings and events as requested.

3. *Work collaboratively with the Religious Exploration Committee*

- Help the RE Committee:
 - set goals and priorities for the children and youth programs
 - develop policies
 - develop and implement strategies to increase participation in the program (increase attendance in general and engagement with current parents, children, youth and congregants)
 - develop program plans and select curricula and resources
 - develop the yearly budget
- Ensure that RE Committee meeting minutes are kept for two years.

4. *Administer children and youth programs*

- Formally register each child and youth participating in programs (i.e., registration form with full name, age, parent/guardian name(s), emergency contact numbers, dietary restrictions, allergies, etc.).
- Keep weekly attendance records with the names and number of children and youth participating in programs, and submit these numbers to the church office monthly.
- Obtain required curricula, resources, materials and equipment as afforded in the budget.
- Ensure that curricula, resources, materials and equipment are organized, properly stored and regularly cleaned.
- Maintain financial records relating to the children and youth programs.
- Coordinate room use for children and youth programs.
- Teach or lead where necessary.
- Coordinate at least one intergenerational service per year, in collaboration with the minister.

5. *Share information and build cooperative relationships*

- Ensure good communication with parents, leaders and other volunteers, relevant church committees and groups, church staff, the congregation and the public at large (as appropriate) about the children and youth programs. To this end, the RE Leader will submit a monthly newsletter article on RE activities and submit a written report for each month's Board meeting, reviewing activities and outlining plans.
- Liaise with church groups and committees, the board, and staff regarding matters such as budget and expenditures, room use, intergenerational worship and special events and projects.
- Ensure promotion of children and youth programs and events to the congregation and, as appropriate, other partners (e.g., Westwood) and the public.
- Report on religious exploration programs monthly to the RE committee, through an annual report at the congregational Annual General Meetings, and at other meetings as necessary.

D. Working conditions

- Maximum of 20 hours per week or 80 hours per calendar month, whichever is less.
- This contract position is for 43 weeks, August 28, 2016 to June 28, 2017.
- Wage to be per hour worked; to be paid monthly
- Time spent attending board and committee meetings to be counted as work time
- This is an exempt position (not eligible for overtime pay)