

Religious Education Assistant Job Description

The Religious Education assistant is a 20 hour/week position that reports to the Director of Religious Education and assists in supporting the religious education program.

Duties and Responsibilities:

- Supports religious education teachers and volunteers through various administrative tasks including scheduling/confirming volunteers, providing activity preparation, and sourcing materials.
- Maintains database records including registrations, class rosters, email lists, attendance records, and other relevant data.
- Maintains religious education classrooms, storage spaces, library, and supplies, keeping these areas well-stocked and tidy.
- On Sunday mornings, assists with all aspects of the religious education program. Supervises and supports classes and teachers.
- Assists with childcare coordination, scheduling childcare providers for Sundays and other events. Also prepares materials and supplies for the providers including rosters, safety items, toys, etc.
- Coordinates and attends Religious Education special events such potlucks, social justice projects, teacher trainings, parent meetings and other activities.
- Maintains communication with families and the All Souls community.
- Respects, upholds, and ensures compliance with RE Safety Policies and other pertinent congregational rules and policies.
- Participate in staff meetings, planning sessions, and religious education committee meetings as appropriate.

Requirements:

- At least 3 years experience working with children, youth, families, and volunteers.
- Familiar with computer Programs: Windows, MS Office, Google Docs, Constant Contact, and Publisher. Database experience is highly desired.
- Knowledge of and commitment to Unitarian Universalist Principles
- Strong oral and written skills
- Strong organizational skills
- Must pass background check