

Interim Position for Director of Family and Lifespan Ministry
Reports to: Ministerial Team
Effective: August 2018
Status: Three-quarter time (30 hours/week) for one year

Job Summary

The Director of Family and Lifespan Ministry creates and administers a vibrant, exciting and educational program for children (infant through elementary education) and supporting our growing Families Ministry in the congregation, across both campuses, using a variety of programs and curricula, including those from the Unitarian Universalist Association. This is a one-year interim position as the Ministerial team works with lay leaders and program staff to re-imagine this position and program.

Essential Functions include:

Family Ministry:

- Support lay leaders and families in the Family ministry model
- Create opportunities and events for families
- Offer support to parents
- Support the family ministry social justice team leaders
- Meet regularly with the Parent Advisory Team
- Engage the broader congregation in opportunities for multigenerational relationship building

Staffing:

- Recruit, train, support and supervise volunteer teachers
- Recruit, train, support and supervise child-care workers

Program Administration:

- Manage program within allocated budget
- Maintain essential records and forms of the program
- Adhere to established weekly office hours
- Assure safety policies are followed
- Offer support to the Youth and OWL (Our Whole Lives) Program Coordinator
- Work with and support the Religious Education (RE) Program Assistant

Coordination/Communication

- Collaborate with Parent Advisory Team for program framework and family events
- Maintain lines of communication with Families on a regular basis
- Maintain lines of communication with RE volunteer teachers
- Collaborate with Ministry staff for All-Church worship services
- Collaborate with Ministry and program staff in communicating with congregation through monthly magazine

Curricula Development:

Support curriculum development teams and Program Assistant responsible for creating existing curriculum such as the Family World Religions and “Adventures in Unitarian Universalism.” Adapt, modify, and/or create engaging curricula to meet the diverse needs of our children’s and family religious education programs including in-house curricula such as “the Lab,” and “Rainbow Adventures” and existing UUA curricula as needed

Other Responsibilities:

Participate in staff meetings

Participate in supervision meeting with Ministerial Team

Participate in Worship Team meetings

Minimum Qualifications

- Excellent communication skills – including ability to relate well to Ministers, Parents, Children, Committee members, Member/Friends of the congregation, Visitors, keeping confidence as needed; communicates expectations clearly and compassionately; oral and written communication is clear, concise, direct and relevant. Keeps Ministers informed of emerging problems, significant issues or unusual occurrences.
- Demonstrated ability to develop curricula, programs, events, provide program administration, teacher training, computer applications (e-mail, use of the internet, Word, Excel, Powerpoint, Publisher)
- Knowledge of child development theory/practice, UU culture/liberal religion familiarity, creative arts
- Collaborates effectively as a member of a team
- Good people skills, including active listening and group dynamics
- Is rooted in the Unitarian Universalist faith tradition
- Bilingual (specifically Spanish) is a plus

Experience: Consideration will be given to years of experience as a Director of Religious Education, relevant academic achievement and a demonstrated mastery of curriculum and program administration.

Education/Training: Bachelor’s Degree in Education, Child Development or Child-related field preferred.

Compensation: Currently this is a three-quarter time (30 hours/week) position. Salary Range is \$42,000 - \$46,000. Salary and benefits to be discussed fully within interview process. First UU Church of San Diego is an Equal Opportunity Employer and does not discriminate with regard to age, race, color, ethnicity, national origin, gender, gender identity, gender expression, sex, affectional or sexual orientation, marital status, abilities, socioeconomic status, spiritual practice or religious belief.

Please send resume, cover letter and references to: careersfirstuud@gmail.com ATTN: Rev. Kathleen Owens.