

Description for the Director of Family and Lifespan Ministry
Reports to: Rev. Kathleen Owens, Lead Minister
Effective: July 1, 2019
Status: Full-time

Job Summary

The Director of Family and Lifespan Ministry creates and administers a vibrant, inclusive, engaging, and educational program for children, youth, and families using Unitarian Universalist (UU) religious education curricula and programs at our Hillcrest campus. The Director communicates with ministers to offer ideas and support for the religious education program at our South Bay campus. The Director will also serve families through a variety of UU programs and events.

Essential Functions include:

Mission and Strategic Plan: Incorporate the church's mission and anti-racist/anti-oppressive focus into the programs and classes at appropriate age/developmental levels. In the late spring and summer months, the congregation will begin the process of creating a new strategic plan.

Curricula Development (using an anti-racist/anti-oppressive/multicultural lens):

Create curricula that is educational and engaging in nature

Facilitate an environment that enables children, youth, and families to feel positive about themselves, and fosters their appreciation in the value of diversity within themselves and others

Adapt/modify existing UU curricula

Staffing:

Recruit, train, support and supervise volunteer teachers

Supervise and support a part-time (20 hour/week RE assistant)

Support child-care workers

Ensure inclusive practices are demonstrated consistently through staff

Family Events (inclusive and appropriate for diverse family configurations):

Create opportunities and events for families

Offer support to parents

Provide an inclusive setting for family engagement through which families feel a sense of belonging and acceptance in community

Program Administration:

Manage program within allocated budget

Maintain essential records

Adhere to established weekly office hours

Assure safety policies are followed

Procure educational materials/supplies that volunteers or RE assistant can't

Coordination/Communication:

Collaborate with the Parent Advisory team for program framework and family events
Communicate with parents regularly re: children and youth programs
Collaborate with ministers for All-congregation worship
Keep website/order of service/brochures current
Write a monthly column for our First Words publication
Ensure accurate information on programs is in our weekly newsletter
Maintains all related social media accounts (especially Facebook)
Intentionally implement inclusive practices throughout communications

Other Responsibilities

Participate in weekly staff meetings
Participate in regular supervision meeting with Lead Minister (Rev. Kathleen)
Participate in worship team meetings

Minimum Qualifications

- *Excellent communication skills – including the ability to relate well to our families, children, youth, members/friends, visitors and ministers, keeping confidences 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.
- *Experience with anti-racist/anti-oppression programs and tools, demonstrated results in adopting inclusive practices and providing opportunities to experience diversity of society in an educational environment
- *Experience creating curriculum, administering programs, and training volunteers,
- *Proficiency with Microsoft computer programs and the internet
- *Knowledge of child development theory/practice, familiar with UU culture or liberal religion; fully supports and advocates for the teachings within Unitarian Universalism and its principles
- *Collaborates effectively as a team member
- *Good people skills, including reading body language and actively listening
- *Willingness to grow and learn, to be uncomfortable, to collaborate in a team
- *Values and commits to the work of becoming a more anti-racist/anti-oppressive/multicultural organization

Experience/Training/Education: Being bilingual (specifically Spanish) is desired; consideration will be given to years of experience as a Religious Education Director, relevant academic achievement and/or a demonstrated mastery of program administration, child development or child-related field preferred.

Compensation: This is a full-time position. Salary range is dependent on experience/education and training and can be from \$56,000-65,500; benefits include full health insurance, retirement (starting in the second year unless already vested through the UUA's

retirement program) and professional expenses. Details about these benefits to be discussed fully within the interview process.

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