

**Follen Church**  
**Early Childhood Coordinator and “One Group RE” Leader**  
**Draft Job Description**

**Created:** September 2022

**Reports to:** Director of Religious Education (DRE)

**Effective:** immediately

**FLSA Status:** non-exempt

**Hours:** Average of 2.5 hours per week, 10 months per year (see below)

**Starting Compensation:** \$40 per diem which includes 2 hours on Sunday, and approximately ½ hour planning time remotely during the week. Additional responsibilities related to One Group RE and other extras (up to 10 hours per year) paid at \$20 per hour

**Contact:** Please email a letter of interest noting qualifications, and resume, to [humanresources@follen.org](mailto:humanresources@follen.org). Feel free to reach out to the Director of Religious Education, Beryl Aschenberg, with any questions at [beryl.aschenberg@follen.org](mailto:beryl.aschenberg@follen.org). We will process these applications through rolling submission, with the goal of hiring by the end of the month of October 2022.

This position receives pay on a per-diem basis, with an average of 2 hours per Sunday + up to ½ hour pre-planning; and extra hourly pay for One-group RE lesson development, volunteer training, and other extra-curricular activities as agreed upon with Supervisor.

The Early Childhood Coordinator and One Group RE Leader plans and leads meaningful creative, age-appropriate lessons on Sunday mornings to a class of young children as they learn and grow as Unitarian Universalists, using a variety of mediums such as story, crafts, song, and ritual. They coordinate a team of adult and /or youth volunteer assistants, with help from the Religious Education Action Team Liaison and DRE. Approximately 4 times per year (dates pre-scheduled) the person in the Lead Teacher role works with the DRE to create and carry out a themed lesson for children in the PreK-8th grade class. Typically attendance will be fewer than 15 children, and assistants are present. Eg. Mother’s Day, Teacher Appreciation Day (gift making), Indigenous People’s Day

**Essential Functions Include:**

1. Pre-plans and leads RE classes, with curriculum provided (youngest class), or develops, plans, and leads lesson as determined with DRE (One Group RE).
2. Creates an environment of creativity, cooperation, learning, and fun.
3. Maintains a consistent loving presence for Follen children.
4. Ensures safety of children during class, from the time they are dropped off until they are picked up or dismissed.
5. Assists with training of classroom volunteers, and guides them in engaging with children.
6. Organizes and cleans up classroom and other spaces as used while teaching.
7. Follows behavioral support techniques as established by RE Action Team.
8. Communicates program plans to DRE / RE Action Team Liaison for inclusion in newsletter or other parental communications.
9. Manages and maintains records and resources related to their classes, participants, and volunteers.

**Minimum Qualifications:**

- a. Clean “Trusted Employee” national background check required.
- b. Understands and aligns well with Unitarian Universalist principles and working in a church environment.
- c. Minimum of two years experience in leading young children in activities and making the ideas put forth meaningful, including story time, crafts, games, etc.

**Core Competencies:**

1. Has a sense of joy and love of working with children.
2. Understands and is aligned with Unitarian Universalist values. (see below)
3. Flexibility, patience, reliability, and punctuality.
4. Skilled in managing and focusing attention of energetic children
5. Has a working understanding of developmental needs of children of all ages, and is able to translate this understanding into class structure and experiences.
6. Ability to work well with other staff/classroom assistants
7. Excellent communication skills

**Technical Expertise:** demonstrates the technical skills required to proficiently execute the essential functions of the job.

**Organization and Time Management:** Is able and willing to focus time on tasks that contribute to organizational and position goals; uses time effectively and efficiently; plans, organizes and implements multiple responsibilities and projects concurrently; concentrates their efforts on the most important priorities; can appropriately balance priorities.

**Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

**Initiative/Independence:** Able to work things out without having to be shown too often. Takes responsibility for own time and effectiveness. Alert to opportunities to contribute appropriately without being told. Able to spot and implement opportunities for improving situations. Uses sound logic to approach problems and apply effective solutions. Responds quickly and decisively to urgent situations. Is creative and flexible.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to small details.

**Communications:** Is able to write and speak clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context; demonstrates communication styles appropriate to the situation at hand; and adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener. Keeps all relevant parties informed about progress and problems; avoids surprises. Uses diplomacy and tact in their interactions; avoids communication triangles.

**Hospitality Orientation and Interpersonal Skills:** Generates a sense of hospitality and or accessibility by their very presence; communicates a sense of availability, warmth, and approachability; fosters

natural connections between members of the congregation and with visitors; builds appropriate rapport; demonstrates concern for and attends to the needs of others; is able and willing to supply answers and resources that others find satisfying.

**Physical Requirements:**

- Must be able to do light lifting and movement of materials, equipment, and supplies.
- Must be able to sit or stand for several hours at a time.

**Salary/Wages:**

- Salary as allocated in current church budget\*
- Regular work hours and schedule approved by the DRE
- Must be able to work most Sunday mornings between September and mid-June unless agreed upon with supervisor.
- Must be available to work on RE Volunteer Orientation day in August or September.

*Follen is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*Unitarian Universalists value respect and kindness toward others, acceptance of diversity, honoring each other's search for truth, democracy, peace, social justice in action, & environmental stewardship.*