

Elementary Childhood Coordinator: Job Posting

Reports to: Director of Family Ministries

Directly Supervises: volunteers working with elementary school age children

Status: part-time, non-benefits eligible

Salary: \$25/hour, not to exceed \$6,000 per year

Start Date: August or September

Job Summary: Under supervision of the Director of Family Ministries, the Elementary Childhood Coordinator at UUCM is responsible for the implementation of a religious education program for and with elementary school age children that fosters and promotes Unitarian Universalist values, spiritual growth, environmental and social justice, lifelong friendships, and community engagement. The expected hours are 4 hours on Sundays, 2 - 4 hours at monthly family events, and 8 hours at the congregational retreat. The start date is an agreed upon date in either August or September 2023 and runs to June 9, 2024.

The Unitarian Universalist Congregation of Marin is a liberal religious congregation that promotes spiritual and intellectual growth for people of all ages. It values diversity and works for environmental and social justice in the community and the world.

Our ideal candidate will have:

- Experience with implementation of educational programs for elementary school age children
- Knowledge of age-appropriate content and instructional practices
- A sense of humor and capacity for joy and play
- Experience with or knowledge of Unitarian Universalism, especially children's programs
- Education or experience in teaching, and/or children's programming
- Excellent written and oral communication skills; facility with media and technology including digital meeting platforms

An educator who does not have all the necessary expertise and experience may still be considered and would be supported for growth through on-the-job training, continuing education, and leadership development.

Essential Functions

Program Development and Support:

- Organize high quality Sunday morning programs and family events in coordination with other staff in the Family Ministries Program that engage the imagination, develop spiritual and ethical resources, enhance knowledge of the world's religious landscape, integrate social justice and environmental action opportunities, and cultivate identity as a Unitarian Universalist.

- Co-create with other staff in the Family Ministries program Sunday morning sessions, monthly family events, and several intergenerational worship experiences that inspire others to invest in the mission of the program.
- Ensure the congregation's Child Safety Procedures are followed when working with children and youth.
- Assist in providing information and photos for Family ministry web pages and newsletters.
- Participate in appropriate Family Ministries staff meetings and retreats.
- Work with Family Ministries staff and volunteers to maintain religious education resources, including educational supplies.
- Ensure the weekly meeting space is attractive, safe, and reflects UU values.

Core Competencies

- **Teamwork:** Collaborates and communicates clearly and effectively with others; understands that staff teams are interdependent; creates a climate in which people want to do their best; shares ownership and visibility; takes an interest in the health and vitality of the congregation as a whole.
- **Hospitality:** Is a welcoming presence for members, friends, and visitors to the congregation; includes the newcomer into the life of the community; reaches out with care and compassion.
- **Creativity:** Engages in fresh thinking; willing to experiment and see failure as part of the process; approaches challenges from multiple angles; inspires creativity in others.
- **Vision:** Articulates a compelling and mission-driven purpose for the Family Ministries program.
- **Integrity:** Is widely trusted, direct, and truthful; maintains appropriate confidences; adheres to a set of core values that are in alignment with Unitarian Universalist principles, and lives in accordance with those values; abides by professional codes of conduct.
- **Self-Awareness:** Is conscious of their own reactions to situations and systems; understands unconscious bias; is committed to multicultural learning and anti-oppression work; cultivates personal spiritual growth; has a realistic understanding of their own gifts and challenges.
- **Discipline:** Follows through on commitments; self-motivated; sets and meets deadlines; establishes priorities and delegates appropriately; manages time effectively; asks for support when needed.
- **Problem-Solving:** Uses a combination of experience, research, and intuition to explore solutions for difficult problems. Looks beyond the first answer; handles complexity and competing demands on resources with skill, diplomacy, and grace; considers the long-term consequences of decisions.

To Apply: Please submit a brief letter of interest, resume, and at least two references and one family reference to Rev. Lynne Scarpa at revlynn@uumarin.org. Applications will be considered on a rolling basis until the position is filled.

Unitarian Universalist Congregation of Marin Mission

To inspire joy and justice in an imperfect world, we:
Share life's journey,
Celebrate many paths, and
Act to make a difference.

Family Ministries Team's Mission Statement

To grow resilient resourceful youth and families, we:
Create caring connections and traditions,
Invite curiosity and spiritual exploration, and
Explore ways to build a better, more compassionate world together.

Family Ministries Team's Vision

To encourage religious exploration by providing consistently engaging programs led by childhood coordinators and a youth advisor while supporting and connecting families.

* The Unitarian Universalist Congregation of Marin is committed to creating a diverse and inclusive community and does not discriminate with regard to age, race, color, ethnicity, national origin, gender identity or expression, affectional or sexual orientation, marital status, abilities, or socioeconomic status.