

## **Religious Education Assistant 2021-2022**

### **Unitarian Universalist Congregation of Binghamton**

This position (REA) is an Assistant position to the 15-hour Interim Assistant Minister (Family Ministry focus). This is intended to be a one year position.

**Hours:** This part-time hourly position is for up to 10 hours per week beginning in the summer of 2021. The primary work will occur in person on Sunday mornings. Position includes standard PTO (sick time or personal leave) but does not include benefits (health or pension)

**Compensation:** \$14.00 per hour.

**Goal:** To provide in-person and administrative support to the Family Ministry program.

**Accountability:** The REA will be accountable to and supervised by UUCB minister, Douglas Taylor. The REA will also work closely with and take direction from the Interim Assistant Minister.

#### **Responsibilities:**

1. Assist and support the Interim Assistant Minister and the Family Ministry Team with in-person and online aspects of the Family Ministry programs.
2. Be present on Sunday mornings to welcome new families and facilitate Family Ministry programming
3. Be present and support implementation of any other in-person or online programming planned by IAM and/or Family Ministry Team
4. Be familiar with forms: permission forms for Youth Con trips and lock-ins, teacher registration forms, code of ethics forms, mentor forms, student registration forms, photo consent forms, and attendance forms for each class.
5. Lead on-site children's chapel services, as designed by IAM
6. Purchase and maintain classroom supplies – and coordinate distribution to families as needed
7. Set up classes on Sunday mornings
8. Assist or substitute for teachers as needed on Sunday mornings

#### **Knowledge, Skills and Abilities:**

1. Be fluent (or able to become fluent) with various databases, social media, and web platforms that are used by the Family Ministry and general congregational programs
2. Be familiar with UUCB and UU beliefs and values.
3. Be aware of UUCB happenings and supportive of them.
4. Be able to maintain consistent communication with IAM and Family Ministry Team