



# OLYMPIA UNITARIAN UNIVERSALIST CONGREGATION

2200 East End St NW, Olympia, WA 98502  
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## POSITION DESCRIPTION

Title	Director of Religious Education (DRE)
Type	Full Time
Status	Contract
Reports To	Minister
Last Updated	November, 2007

**Primary Purpose of the Position:** To facilitate development of a religious education program for our children and youth that will enrich their spiritual lives, contribute to their experience of the congregation as their religious home and deepen their understanding of our religious tradition. To serve as an ambassador for children and youth in all aspects of congregational life.

### MAJOR DUTY AREAS

#### Program Planning and Implementation (50%)

- Develop and maintain a comprehensive RE plan for children and youth to articulate our ministry and develop programs in accordance with the vision.
- Acquire, develop and implement an age-appropriate religious education curriculum that is meaningful and relevant for the children and youth of the congregation.
- Work with the religious education committee, parents, minister, and music director to develop annual goals.
- Coordinate and oversee youth and family programs and projects such as “Secret Buddies,” “Easter Hunt,” “Coming of Age,” and the “Yule Play.”
- Oversee the youth advisors for the Middle School and High School programs.
- Collaborate with the minister, music director, and worship arts committee on intergenerational Sunday services, and additional opportunities to include youth in Sunday worship.
- Communicate to the congregation regularly on RE Program activities, and serve as a resource for families in their faith journeys.
- Welcome and introduce visitors and new members to RE programming.
- Represent the congregation at community/interfaith functions when requested by the Board or Minister.

#### Volunteer Recruitment and Training (30%)

- Recruit teachers and advisors for the RE program and help them in their faith development.
- Organize and implement RE teacher and youth advisor training.
- Oversee childcare operations and staffing.
- Coordinate and implement volunteer recognition.
- Coordinate and implement succession planning for RE teachers and youth advisors.

#### Oversight (20%)

- Manage space and supplies available to the RE program.
- Oversee RE operations on Sunday mornings.
- Maintain regular office hours to be available to staff and volunteers.

- Maintain records of RE program classes.
- Implement policies concerning children and youth safety.
- Prepare and oversee the annual RE budget.

#### **BASIC QUALIFICATIONS**

- Undergraduate degree in any field.
- Knowledge of Unitarian Universalist principles.
- Experience as a DRE or in related fields such as social work, child development, or education.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to communicate verbally.
- Ability to communicate in writing.
- Ability to manage projects and programs.
- Ability to work with children, youth, and adults.
- Knowledge of volunteer management.
- Skills in basic computing.

Performs other duties as assigned.