First Unitarian Society of Madison
Religious Education Program Assistant
Job Description

Reports to: Director of Children's Religious Education (DCRE)
Effective date: August 20, 2017
Status: Full time, non-exempt position

Job Summary:
First Unitarian Society is a large Unitarian Universalist congregation with approximately 1500 members. The Religious Education Program Assistant (REPA) supports the administrative and logistical operations of the Children's Religious Education Program (80%), the Adult Education Program (15%), and Quest (5%). The Children's Religious Education (CRE) Program has, on average, about 500 child participants, 120 volunteer teachers, and over 100 other volunteers who support the functions and vision of the program. We offer classes for pre-K through 9th grade; child care, and a Summer Fun program for 4 – 11 year olds. The Adult Education (AE) Program offers approximately 30 classes per year of varying structure; lecture, workshop, experiential. The Adult Education (AE) Program is supported by the work of member volunteers, and services about one-third of our faith community. Quest is a two-year adult spiritual deepening program and has an average of 35 participants, with numerous volunteers supporting its implementation. As the primary support person for these programs, responsibilities for the REPA include information and database management, processing registrations, and resource and supply procurement. This position requires working one Saturday per month and three Sundays per month during the school year, as well as two Sundays per month during our summer session. Some additional flexibility in scheduling may be needed.

Essential Functions:
- Process all registrations for child and adult education programs by entering them in our database and assuring appropriate payment. When classes are full, communicate alternative options to registrants, when available.
- Set up, input and manage all database information using our Ministry Platform database and Excel.
- Implement, update and monitor online shared documents using Google Docs for all CRE teachers.
- Provide CRE teachers, child care staff, and other relevant volunteers with needed information for effective functioning, such as class lists, attendance sheets, allergy concerns, name tags, and other items.
- Provide CRE classes and Summer Fun with all needed supplies as dictated by the curriculum and by basic weekly needs. This includes standard classroom supplies as well as items unique to each week's lessons.

- Prepare CRE curriculum boxes and curriculum binders for each class, each year.
- Prepare AE supply boxes for each semester and supplies for individual classes, as requested by facilitators.
- Order supplies and other materials as needed and as approved by the DCRE.
- Assure that classrooms have the physical equipment needed (e.g. TVs, tables, etc.) and are "user ready" each week.
- Timely communication with teachers, parents, and other volunteers as needed by e-mail or phone.
- Coordinate and implement our annual Gingerbread Festival and Easter Egg Hunt by recruiting and directing volunteers, assuring we have all the materials we need, arranging for facility usage, and any other details that need to be addressed for a successful event.
- Assist as needed with Teacher Orientation (in August) and RE Appreciation Event (in January).
- Maintain statistical information regarding RE enrollment and attendance figures.
- Monitor registration of new families and send out our New Family Information Packets.
- Provide additional support for all RE programming as needed with preparing documents, photocopying, collating, and helping with bulk mailings.
- Manage supplies by determining what we need to order, organizing their storage, and soliciting donations.
- Assist teachers, RE Greeters, and families as needed during worship services/CRE class times
- Update CRE materials and inform teachers and other relevant volunteers of ongoing changes in enrollment.
- Order food/coordinate catering for CRE teacher trainings and other events.
- Other duties as needed.

Minimum Qualifications
- Three years office experience, including database information management
- Proficient in Microsoft Office, particularly Excel
- Strong organizational skills, including the ability to juggle many tasks and manage time well
- Strong organization of physical space
- A willingness to be helpful and courteous to our many volunteers and members
- Thorough attention to detail
- Strong interpersonal skills with many age levels
- Self-sufficient; can work independently with minimal supervision
- Strong verbal, written, and problem solving skills

- Ability to work in a frequently noisy and active work environment
- Ability to bend, reach, push and lift up to 20 pounds.
- Valid driver's license and ability to occasionally drive personal vehicle for organization's purposes.
- Commitment to Unitarian Universalist programmatic goals
- High school graduation or GED equivalency.

Salary and Benefits:
This position pays $15 an hour, with 40 hours of expected work each week. Excellent health insurance is included at the start of employment. After first year of employment, FUS will contribute 10% of your pay into a retirement account, or approximately $3200 annually. This position also includes two weeks of vacation, three personal days, liberal sick leave and other generous policies listed in our human resource manual. You will have the opportunity to work with friendly, warm and generous people in a national historic landmark.

Candidates with experience working in multicultural settings and/or collaborating with multicultural groups are encouraged to apply. To apply, please send a one page cover letter and resume to Leslie Ross at leslier@fusmadison.org. Applications will be accepted and reviewed until the position is filled. Desired start date: September 10.

We are an equal opportunity employer and do not discriminate against any person based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.