



Unitarian Universalist Church of Annapolis

Position title: Faith Formation Assistant
Reports to: Director of Faith Formation (DFF)
Category: Part-time (18 hours per week)
Pay: Following the UUA's fair and equitable salary recommendations

Overall Job Responsibilities:

The Faith Formation Assistant provides administrative and operational support for UUCA's religious education programs for families, children and youth. Our Faith Formation (F.F.) programs serve members of all ages in their search for truth and meaning, the formation of a stronger Unitarian Universalist identity and liberal faith perspective, and in shaping vital communities of justice and love.

Primary Job Duties:

Administrative Assistance to the Religious Education Program

- Registration, enrollment and attendance tracking for children, youth, and parents
- Create and maintain parent and volunteer mailing lists
- Maintain and organize FF supplies for classes, playground, storage room, library, special activities and the creative listening table in the sanctuary
- Assist on Sunday mornings for operational needs and provide support in classes as necessary
- Assist with facilitation of communication with parents, volunteers, and youth for all F.F. classes

Childcare Support

- Schedule child care providers for Sunday morning nursery care and UUCA events, in accordance with Maryland state guidelines for adult-child ratios
- Schedule volunteers to assist the paid childcare providers as needed
- Assist in providing childcare as needed

Sunday Morning Assistance

- Assist teachers in finding supplies and instructional materials
- Collect class attendance
- Assist in classroom or nursery as needed
- Check to ensure classroom readiness before leaving
- Arrange personal schedule to be present on the Sundays that the DFF is not on-duty as much as possible; request Sundays off with 2 weeks' notice whenever possible

Camp Beagle Admiral: UUCA's Week-long Summer Camp in July

Ongoing

- Brings Camp Beagle items to the Monthly Faith Formation Steering Team to share with staff and volunteers
- Monitor Camp Beagle Gmail account and field messages appropriately
- Organize camper and volunteer registration data; e.g.:
 - Volunteer roles, T-shirt sizes, Payment info., Before/after care info., Emergency contact info, Image release info., Camper allergies/medical needs, Ship organization by age, Youth projects, Draft sign in/out sheets for before/after care and camp – June timeframe
- Follow up on payments, balances

Spring

- Organize and lead information sessions for new camp volunteers
- Work one-on-one with DFF and critical volunteers on development and structure of camp content, ensuring adherence to camp's daily themes and purchase lesson plan materials (for reimbursement) as needed
- Arrange an off site field-trip for youth during the week of camp

Summer

- Coordinate and facilitate volunteer training sessions
- Inventory and replenish camp supplies (for reimbursement) as needed
- Create name tags for all campers and volunteers
- Update and administer Camp Beagle parent, volunteer Shutterfly site
- Draft and disseminate launch letter to families, providing instructions for the week of camp
- Coordinate setup day – Sunday before the start of camp; e.g. identify volunteers, delegate tasks, supervise work
- With the help of the DFF, Lead camp during week of July 18, 2022 – run opening and closing ceremonies, manage volunteers and activities throughout the day, ensure schedule is executed each day – this one week in the summer may take up to 40 hours – we ask that you record your hours accurately and not exceed 40 hours. The UUCA will pay hourly for this week and additional hours may be taken off throughout the summer before and after the week of camp.
- Coordinate volunteer recognition
- Coordinate breakdown & clean-up

Please know this is not a complete list of responsibilities, with some duties to be assigned as necessary. The FF Assistant will work closely with the Director of Faith Formation to include a weekly meeting to offer support as needed.

Qualifications:

Required

- Strong capabilities with MS Office Suite, Google Drive and various social media applications (ie Facebook, Slack, Instagram)
- Good verbal, written, and social media communications skills
- Strong organizational skills and attention to detail
- Collaborative working style
- Approach position with integrity and responsibility
- Able to pass criminal and sex offender background checks

Preferred

- Experience in an educational environment
- Experience working with youth and children
- Experience in small, non-profit or religious organization office environment
- Experience with volunteer-based organization

The Unitarian Universalist Church of Annapolis encourages individuals from historically marginalized communities to apply.

Please send all questions and applications to Julie Burman, the Unitarian Universalist Church of Annapolis' Director of Faith Formation, at jburman@uuannapolis.org or call (410) 266-8044 x104. Julie's office hours are Monday - Thursday 9:00 am - 2:30 pm