



Unitarian Universalist Church of Annapolis

Position title: Faith Formation Coordinator
Reports to: Director of Faith Formation (DFF)
Category: Part-time (up to 18 hours per week)
Pay: \$21 per hour –Following the UUA’s fair and equitable salary recommendations

Overall Job Responsibilities:

The Faith Formation Coordinator provides administrative, operational and childcare 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.

While many tasks can be completed remotely, would need to be in the building regularly on Thursdays from 9 am-3 pm and Sundays from 8 am-1 pm. Other in-person hours may be needed.

Primary Job Duties:

Administrative Assistance to the Faith Formation Program

- o Registration, enrollment, and attendance tracking for children, youth, and parents
- o Create and maintain parent and volunteer data in spreadsheets
- o Maintain and organize FF supplies for classes, playground, storage room, library, special activities, and the Active Listening table in the sanctuary
- o Assist on Sunday mornings for operational needs and provide support in sessions as necessary, prepping materials for facilitators, name tags preparation etc.
- o Assist with the facilitation of communication with parents, volunteers, and youth for all FF classes via newsletter support and fliers. And regarding registration & fees.
- o Create materials for the Soul Works faith engagement, and brochures for special services as directed by the DFF
- o Assist the DFF in preparation of the WonderBox by creating slides, gathering materials as needed

Sunday Morning Assistance

- o Assist teachers in preparing supplies and instructional materials in advance and support the morning of
- o Collect class attendance and headcount of children and youth in each service
- o Assist in classroom or nursery as needed
- o Check to ensure classrooms are presentable before leaving
- o Support children’s faith engagement in the “Peace Center” in the sanctuary during service by supportive facilitation of this area where children congregate
- o Arrange personal schedule to be present on the Sundays when the DFF is not on-duty
- o Request Sundays off with 2 weeks notice whenever possible

High School Youth Program Support

- o Assist the youth advisors with planning and organizing for special events onsite; such as parties, overnights, and social action events, and assure room reservations for these events
- o Assist the DFF, Youth Advisors and youth with planning and communications for off-site events; such as field trips, youth conferences, and social action events, assuring supervision and transportation for these activities
- o Willingness to attend an annual opening retreat (August / September) - TBD

Coordination: Unitarian Universalist Heritage Trip to Boston (Every other year)

- o Assist the DRE in the planning and communications for the Boston Youth Heritage trip
- o Assist in making reservations for lodging, transportation, tours, and advance tickets for this trip
- o Assist in creating, distributing and collecting permission slips for the Heritage trip
- o Assist in coordination of Heritage Trip fundraising efforts

Coordination: UUCA's Week-long Summer Camp in July

- Attend Steering Team meetings and report progress and work with volunteers to execute tasks
- Monitor Camp Beagle Gmail account and field messages appropriately
- Organize camper and volunteer registration data; e.g.:
 - o 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, name tags
- Follow up on payments, balances
- Inventory and replenish camp supplies (for reimbursement) as needed
- Coordinate setup day – Sunday before the start of camp; e.g. identify volunteers, delegate tasks, supervise work and clean-up on the Friday after the ceremony
- Work as the Navigator at camp during week of July for a full time week of 40 hours –Support of program both admin and coordination

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

Qualifications:

Required

- o Strong capabilities with Google Suite, Canva, Constant Contact and various social media applications (ie Facebook, WhatsApp, Instagram)
- o Good verbal, written, and social media communication skills
- o Strong organizational skills and attention to detail
- o Collaborative working style
- o Approach position with integrity and responsibility
- o Able to pass criminal and sex offender background checks
- o High School diploma or GED
- o Experience working with youth and children

Preferred

- o Experience in an educational environment
- o Experience in small, non-profit or religious organization office environment
- o 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 Sarah Devlin-Tremble, the Unitarian Universalist Church of Annapolis, Director of Faith Formation, at sdevlintremble@uuannapolis.org