

## **Job Description**

### **Children & Youth Religious Exploration Paid Guide Reports to Director of Religious Exploration**

*(This description is designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment and are not limited to those listed.)*

This is a 5 hours per week position.

#### **General Responsibilities:**

- Must be on site a minimum of forty Sunday mornings from 9:30am to 12:30pm, September through May.
- Teach weekly sessions for children according to approved curriculum.
- Acquire necessary materials from the church workroom and complete any prep required to ensure the success of planned activities.
- Follow procedure for submitting supply lists, etc. in a timely manner, meeting established deadlines.
- Work cooperatively with First Unitarian Church congregants who will serve as volunteer assistants in the classroom.
- Ensure a clean, ready space for children and clean up the room after use.
- Maintain accurate attendance records and follow proper sign-in and sign-out procedures for children (as determined by First Unitarian CYRE Team procedure).
- Be aware of safety issues and logistics. Safety includes emotional and physical safety.
- Be familiar with the congregation's Safety Policies.
- Inform the Director of Religious Exploration of any notable incidents such as injuries, children who appear to be upset or ill, etc.
- Attend CYRE staff meetings.
- Submit timesheets of work completed.

#### **Minimum Qualifications:**

- Experience working with Preschoolers to Middle Schoolers.
- Able to organize a lesson plan and teach approved curricula.
- Able to effectively manage a classroom that includes diverse aged participants.
- Able to work with minimal supervision.
- Familiar with and comfortable teaching the principles of Unitarian Universalism.
- Able to work respectfully with children and parents of diverse ethnicities, abilities, spiritual beliefs, sexual orientations, and gender identities.

- Kindness, patience, flexibility, clear communication, a high degree of organization, an eye for detail, plus the ability to problem solve.
- Successful completion of a background check per First Unitarian Church's Safer Congregation Policies.

**Preferred Qualifications:**

- Degree or certification in education, with coursework in classroom management.