

JOB DESCRIPTION

Director of Spiritual Exploration and Learning for Children, Youth, and Families JOB SUMMARY

The Director of Spiritual Exploration and Learning (D-SEL-CY), provides leadership for the Spiritual Exploration and Learning (Religious Education) programs for children, youth, and families at First Unitarian Church of Victoria, reporting to the Minister and as authorized by the Board of Trustees.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Educational:

- a) Develop and communicate a vision to integrate children, youth and families into the life of the overall church community with a goal of building an intentional intergenerational community.
- b) Initiate the creation, testing, and refinement of innovative spiritual exploration and learning programs to serve the needs of families and their children of all age levels.
- c) In collaboration with the Youth Coordinator, ensure the development of a compelling youth program, to fulfill the Six Pillars of Balanced Youth Ministry: Building Community, Social Action, Worship, Learning, Leadership, and Congregational Involvement.
- d) Ensure the healthy functioning of spiritual exploration and learning programs by recruiting, supervising, and supporting volunteers in compliance with congregational policies, with the assistance of the Spiritual Exploration and Learning for Children and Youth Team (SEL-CY Team).
- e) Direct curriculum review and selection, including Our Whole Lives sexuality education programs.
- f) Develop methods for engaging parents, program participants and other church groups; to foster regular and open communication.
- g) Work with volunteers to create and maintain physical spaces, both indoors and out, that are conducive to Spiritual Exploration.
- h) Work with families of children and youth with special needs to select and develop appropriate SEL-CY programming.

2. Program Development:

- a. Attend monthly SEL-CY Team meetings to collaborate on setting goals and determining policies and plans, as well as planning special events.
- b. Attend meetings of the Board of Trustees on annual basis or as required
- c. Foster connections and collaboration between SEL-CY program and other church committees — attend occasional meetings as needed.
 - e. Encourage other congregational leaders to understand and support the diverse needs of varying types of family units.

3. Pastoral:

- a. Provide a voice for the needs of children, youth, and families within the church

community.

b. Mediate problems related to Spiritual Exploration and Learning when they arise. c. Advise the minister and Pastoral Care team of potential pastoral care issues.

4. Administrative:

- a. Participate with Human Resources to hire and supervise the Youth Coordinator.
- b. Recruit, supervise, and support Child Minders in compliance with congregational policies and employment law.
- c. In collaboration with the SEL-CY Team and support staff, manage SEL-CY budget, supplies and equipment, financial program, and attendance records.

5. Communication:

- a. Compose, revise, and facilitate distribution of written materials promoting SEL-CY program offerings
- b. Communicate effectively about SEL-CY programs through weekly emails to parents, Facebook communication with youth, church newsletter articles, monthly report to the Board, and other means as needed.

QUALIFICATIONS

Education, Training and Experience

- Post secondary training in education, children and youth development or related areas.
- Two to three years experience developing and providing education programs, preferably with children and youth
- Clear criminal record check with vulnerable populations

Skills and Abilities

- Ability to inspire others, set priorities in a multi-faceted environment, and to motivate and lead within a volunteer environment and a diverse community.
 - Experience working with and recruiting volunteers, and experience with managing group dynamics
 - Ability to communicate and interact effectively with diverse age groups and mediate conflict as required
 - Knowledge of and commitment to UU principles and curricula
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- Skilled at program administration, record keeping, budgeting and time management.
 - The ability to take initiative; to work creatively both independently and within a team
 - To support and model a team based working environment
 - Ability to work with change; take initiative, think creatively, foster innovation and work collaboratively.
 - Proficient in computer skills as required for electronic communication, producing program guides, and data management.

CONDITIONS OF EMPLOYMENT

In general, the relationship between the D-SEL-CY and FUCV will be guided by the principles set forth in the Guidelines for Professional Religious Educators, published by the Liberal

Religious Educators Association, <http://www.lreda.org/guidelines-for-professional-religious-educators>, except as such guidelines might be in conflict with the Bylaws of FUCV, <http://victoriaunitarian.ca/wp-content/uploads/Constitution-Nov.-2015.pdf>.

The D-SEL-CY will arrange their hours of work for a total of 26 hours each week, for 46 weeks of the year (1,190 total per year). The D-SEL-CY is expected to be at church 3-4 Sundays per month during the church year (Labour Day through mid-June) and during that time, the D-SEL-

CY is entitled to take an average of one Sunday per month off. Because some weeks require more than 26 hours, time off in lieu of overtime hours can be determined with the Supervising Minister.

Compensation/Benefits:

FUCV strives to be a Fair Compensation Congregation dedicated to paying its staff in accordance with UUA's Fair Compensation guidelines with regard to salary, benefits, and professional expenses. We have budgeted for a 26 hours a week position with 4% Vacation Pay and MSP payments pro-rated to 66% of the base salary, for 46 weeks per year. The salary range for this position is \$28,000-\$32,000.

To apply please send cover letter and resume to fucv.dselcy@gmail.com