

Children's Religious Education (CRE) Program Assistant 2017-2018

8hrs a week: 3 hours on Sunday's with 5 hours during the week

\$5,000 a year (15.63 an hour)

Reporting Structure: DRE and CRE Committee

Tasks and Responsibilities Work in the CRE program 40 weeks a year (mid August to mid June).

3 Sundays a month with 1 Sunday off a month to be coordinated to cover the Director of Children's Religious Education when they are off.

Programming

- Assist in developing/supporting Sunday CRE programming

Communications

- Coordinate lay volunteers in the CRE program through weekly emails, phone calls, and meetings

Spiritual

- Lead, coordinate and plan with DRE 1x a monthly all-children/youth Children's Chapel or work in coordinating the Our Whole Lives (OWL) sexuality program
(must be least 25 years old per UUA Guidelines)

Administrative

- Create, Organize and Collect RE Registration & Volunteer Facilitator Forms throughout the year
- Track and Submit CRE Childcare paycheck requests each month
- Buy and manage CRE supplies with PEX card and/or delegate to a responsible volunteer
- Track and Submit CRE PEX card receipts
- Maintain, clean, and organize CRE spaces

Looking for an applicant that is: organized, experience using google doc/forms/spreadsheets, mailchimp, good people skills, multitasking and thinking on the spot.

Please send a cover letter resume/CV by June 1st, 2017 to:

office@ASCBoston.org



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