

Sample Only

Unity Temple on the Plaza Job Description

Title: Youth Education Director
Responsible to: Minister(s)

Purpose: To oversee program development and operations for activities of youth ages birth through high school and to provide a safe and nurturing environment for the spiritual growth of adults and youth involved in the programs. The Youth Education Director will work with the Minister(s) regarding programs, budget, space, and planning for the Youth Education Department.

Duties and Responsibilities:

1. Recruit, train, and support volunteers as teachers, sponsors and assistants in the classrooms and volunteers in the Angel Loft. Develop orientation, training and ongoing education to support the volunteers' growth. Process applications, verify references, assess and monitor new volunteers.
2. Schedule volunteers and assistants in the classrooms for each Sunday. Maintain a database for all volunteers, post calendars, verify schedules and assess teacher/child ratios in classrooms.
3. Assess age-appropriate curriculum for all classrooms using current topics, media and available technology. Director provides or purchases curriculum and oversees curriculum development for all age groups.
4. Maintain supplies for classroom activities and special projects. Purchase needed supplies, maintaining an accounting of all petty cash amounts and all budget expenditures.
5. Coordinate special activities, seasonal programs, community outreach projects and parent education offerings. Maintain an annual calendar for all events, schedule space needs through the church office and maintain communications with minister(s) and public relations.
6. Maintain Youth Education portion of the Unity Temple website, providing current event and curriculum information and collaborating in site development.
7. Provide a quarterly report to the minister(s) and the Board with attendance, program information and planning. The Director should be available to attend Board meetings quarterly or as requested.

Qualifications:

1. Prefer a BS or BA degree with at least two years experience teaching youth.
2. At least one year of experience supervising adults as employees or volunteers.
3. Licensed Unity Teacher, Minister or at least two years of membership in a Unity Church with completion of 40 hours of CEP or similar coursework.
4. Demonstrated commitment to personal spiritual growth.
5. Desire to nurture the spiritual growth of children of all ages and the adults who work with them.
6. Strong communication abilities; able to communicate in writing and orally with children and adults.

Time Requirements:

Full-time position with Sunday, 8:00 a.m. to 1:00 p.m. required. May schedule one Sunday off every other month. May arrange the remainder of hours as desired with availability scheduled at church during business hours at least three weekdays per week, including all staff meetings and training.

Compensation:

Commensurate with education and experience and as agreed upon with the Minister(s) and as approved by the Board. Benefits equal to those available to other full-time staff.

Current Benefit Package:

Salary is \$2,000 per month

Hours = 37 per week, flexible

Health Insurance: one-half paid by Unity Temple

Vacation: one week

Paid holidays: Nine per year