

# Coordinator of Religious Education

## Harbor Unitarian Universalist Congregation

1269 Montgomery  
Muskegon, MI 49441

## Position Overview

Harbor Unitarian Universalist Congregation (HUUC) is seeking a part-time Coordinator of Religious Education (CRE) for the 2024-2025 academic year. The CRE will lead the Religious Education program for the congregation's youth, fostering spiritual growth and community engagement.

## Key Responsibilities

### Sunday Morning Duties (10:00 AM - 12:00 PM)

- Supervise childcare staff and volunteer RE teachers
- Ensure the availability of supplies and curriculum materials
- Monitor and facilitate the RE experience
- Welcome new families and engage with potential volunteers
- Lead student groups in activities or worship experiences as needed

### Program Leadership

- Arrange and coordinate Sunday morning programming using the UUA curriculum
- Recruit, train, and support volunteers
- Develop and support RE programs
- Collaborate on rites of passage (Child Dedications, Coming of Age, Graduation)
- Participate in worship services (e.g., leading "Time for All Ages")

### Supervision and Administration

- Support RE volunteer staff through regular meetings
- Enforce RE safety protocols and train volunteers
- Conduct background checks on all program volunteers and workers
- Substitute teach RE classes as needed
- Manage student registration and attendance tracking
- Maintain up-to-date parent contact information
- Communicate with prospective HUUC members about the RE program
- Co-supervise nursery staff and recruit childcare volunteers
- Manage and provide input for the annual RE budget
- Meet monthly with the VP of the Board
- Provide a report and attend the annual spring congregational meeting

## Qualifications

- Knowledge of and respect for Unitarian Universalist principles, values, and ethics
- Excellent organizational and communication skills (both online and in-person)
- Effective public speaking and written communication abilities
- Experience in volunteer recruitment, supervision, and support
- Strong teamwork and collaboration skills
- Understanding of diverse age group needs (toddlers to teenagers and adults)
- A warm, empathetic, and welcoming presence
- Ability to pass a Michigan background check

## Hours and Compensation

- Salary: \$20.00 per hour
- Average of 5 hours per week, including Sundays 10:00 AM - 12:00 PM
- RE classes run from mid-September through June

## Additional Information

- RE classes commence on approximately the Sunday following Labor Day
- The First RE class held in mid-September as a goal
- The initial period allows for organization, curriculum familiarization, and volunteer recruitment

To apply, please submit your resume and a cover letter detailing your relevant experience and interest in the position to [trustees@huuc.org](mailto:trustees@huuc.org) by January 10, 2025

Harbor Unitarian Universalist Congregation is an equal-opportunity employer and welcomes applicants from all backgrounds.