

First Unitarian Society of Ithaca, NY  
Religious Exploration Assistant  
Job Description

Job Summary: The Religious Education Assistant will work with the Director of Religious Exploration (DRE) to develop and maintain a strong religious exploration program. This position requires work on most Sundays. The exact days and hours worked will be determined by mutual agreement of the RE Assistant and the DRE.

Reports to: Director of Religious Exploration

Status: Part-time, non-exempt 1/4-1/2 time (10-20 hours/week), 10-months

Job Overview:

First Unitarian Society of Ithaca (FUSIT) is a mid-sized Unitarian Universalist congregation with about 60 children and youth (ages 0-18). The Religious Exploration Assistant supports the vision and mission of FUSIT by supporting the DRE and our religious exploration and faith formation ministries for children and families. The Religious Exploration Assistant is primarily expected to help build strong, positive, and meaningful relationship with and between children, youth, and adults that live out our Unitarian Universalist values. The Religious Exploration Assistant is expected to nurture and strengthen a respectful, inclusive, supportive, and safe environment; truly enjoy working with children and youth; and support FUSIT's commitment to become an intentionally and actively anti-racist, welcoming, radically inclusive congregation. The Religious Exploration Assistant collaborates with the DRE, Religious Exploration (RE) Team, the Minister and staff, and others. The ideal candidate will be able to work two to three hours on Sundays, lead or assist with events on evenings and/or weekends, and work additional hours during the week for planning, organization, and set up.

Essential Functions:

Assist the Director of Religious Exploration with administrative responsibilities in support of a thriving religious exploration program.

- Lead or assist RE classes and activities
- Set up and staff the RE Table on Sunday mornings
- Set up snacks on Sundays
- Tidy RE Kitchen after snack on Sundays
- Keep supply rooms organized
- Assist other RE teachers and leaders with behavior management
- Help teachers create a learning environment that welcomes and nurtures
- Supply the materials needed for each classroom as stated in the session plans or as directed by the teachers
- Provide the teachers with a classroom notebook that includes an up to date attendance sheet and a 'materials needed' section
- Transfer this information into office records each week.
- Serve as a substitute teacher as needed throughout the year.

- Occasionally may be asked to participate in worship services during a Time for Wonder.
- Assist with set up, planning, and executing RE events such as movie nights, the Annual StUuffy Sleepover, holiday events, and more.
- Collaborate with the DRE to help create a consistent and caring environment for our children, youth and families.
- Attend trainings as available, such as OWL (Our Whole Lives), and facilitate specific curriculums.
- Assist with recruiting, training, and supporting RE Team members and RE volunteers from within the congregation.
- Attend monthly meetings of the RE Team.
- Possibility of occasional community events.
- Awareness of, or willingness to learn, and to commit to, UUA Safe Congregations Standards.

#### Physical Requirements and Working Conditions

- Must be able to physically work in a classroom environment with children (set up, take down rooms, carry/transport materials up and down stairs).
- Must be physically able to utilize a keyboard.
- Must be able to travel as required; maintaining a current driver's license is preferred.
- Must be physically able to traverse the church campus including the use of stairs.

#### Minimum Qualifications:

- Education: At least two years of college or equivalent work experience (preferably in education, social work, psychology, or related fields).
- Experience: An understanding of and demonstrated commitment to Unitarian Universalism. Preferably some work in public and/or religious exploration.

Demonstrated organizational and administrative skills and experience. Computer literacy in desktop and internet-based applications and technologies.

Satisfactory background check.

#### Core Competencies:

##### Mission ownership

Demonstrates understanding and full support of the Unitarian Universalist mission, vision, values, history and beliefs of the congregation; can teach those values to others; consistently behaves in a manner congruent with the mission, vision, values, history and beliefs.

##### Interpersonal relationships

Generates a sense of hospitality and welcome and communicates a sense of availability, warmth, openness, and approachability. Relates well to a variety of ages and temperaments but needs to be especially at ease with children and youth. Creates appropriate rapport and cooperation; understands and honors personal and professional boundaries; must be able to manage conflict and mediate differences within groups and to lovingly and firmly hold

appropriate boundaries for children, youth and adults; fosters connections, builds community and is a team player. Able to take responsibility for mistakes and celebrate group successes.

#### Integrity and Trust

Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; responds to situations with constancy and reliability. Strives to keep covenant with individuals and the FUSIT community.

#### Personal Resilience

Effectively copes with change and uncertainty; shifts gears comfortably; can decide and act without having the total picture; is flexible.

Communication skills: Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings and mediums; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener; clearly delivers message in a tone appropriate to the context; avoids communication triangles.