

**Main Line Unitarian Church**  
**816 S. Valley Forge Road, Devon, PA 19333**  
**610.688.8332**

Part-Time Religious Education Assistant  
July 2010

**General Description:**

The Religious Education Assistant (REA) works under the supervision of the Director of Religious Education. The REA performs administrative, clerical and organizational tasks in support of the RE program for children and youth.

**Salary/Status:**

Status: Non-exempt

Hours per week: 10

Hourly/salary: Hourly

Benefits eligible: No

**Skills Required:**

1. Strong organizational and interpersonal skills
2. Familiarity with desktop computers and software such as Microsoft Word, Power Point, Excel, Publisher, and Internet. Experience with ACS database programs helpful
3. Ability to work well with volunteers in a service-oriented environment
4. Ability to be flexible with experience prioritizing a variety of tasks
5. Ability to maintain confidentiality

**Education:**

Required: High School Diploma

Desired: Associates' Degree

**Areas of Responsibility:** (The following constitutes weekly and seasonal responsibilities)

Church School/Youth Group Participants:

- Register and track attendance for children and youth
- Maintain attendance books and reports
- Send electronic and paper communications to families
- Communicate visitor names to Membership Coordinator

Safety Policy:

- Process new/renewal background checks, including:
  - Submission of forms to appropriate agencies
  - Tracking of applications
  - Filing
  - Notification
- Provide administrative support for training/orientations

## RE Assistant Job Description

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### Teacher/Advisor Support

- Prepare and manage Handbooks and curriculum notebooks
- Enter teachers' and advisors' names into database
- Prepare classrooms for new year
- Send class, parent contact and team lists to teachers
- Update list of teacher/advisor assignments
- Maintain Class/group lists
- Send notices and provide support for training/orientations
- Assist in organizing end-of-year recognition

### General Program Support

- Prepare Stepping Stone Memory Books
- Maintain classroom supplies
- Create OWL 1<sup>st</sup>, 5<sup>th</sup> and 8<sup>th</sup> grade parent packets
- Track parent permission forms
- Provide resources for OWL meetings and classes
- Prepare and update Church School calendar
- Provide support for special events (Christmas pageant, Rites of Passage)

### Family Support

- Send notices and other communication
- Prepare meeting materials/resources
- Assist with registration forms where needed

### Worship

- Prepare Power Point slides for Children's Worship
- Submit Children's Worship offertory to bookkeeper
- Prepare activity kits for intergenerational services

### Miscellaneous

- Update bulletin boards
- Create teacher and parent email lists
- Maintain and organize photographs of activities/classes
- Meet weekly with Supervisor

7.28.10