

## JOB POSTING

### Director of Lifespan Learning

Part-time: 20 – 25 hours per week

Start Date: September 2023 (flexibility to start earlier or later)

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**Reports to:** Lifespan Learning Committee

**Salary:** Commensurate with experience and credentials based on UUA recommendations (\$20 - \$26/hr)

**Benefits:** Health & Dental, Life Insurance, EAP, Professional Development

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At Neighbourhood we see ourselves as a “heart-centred” congregation. We became a certified “Welcoming Congregation” in 2008 and see a significant number of our members identify as LGBTQ+. During the pandemic we experienced a significant drop in membership, as did most faith communities, along with the number of children and youth attending. Current membership numbers are increasing and generally we see up to four or five children on a Sunday. Our expectations are that combined with our excellent location and through intentional programming and outreach our membership will grow substantially within a year. Supported by a strong Board, a long tenured and gifted Music Director, lay-leadership, ministerial advisors, the Director of Lifespan Learning will play an essential part in this exciting change.

### Position Overview

- Provide leadership and Program Development skills to the Lifespan Learning (LL) program for children, youth and potentially adults;
  - Accountable for the direction of the LL program and how it is represented in Sunday service content ensuring it reflects the program vision to deepen spiritual development and growth of participants;
  - Attend the weekly service planning meeting; collaborate with lay leaders/minister;
  - Lead or coordinate a “Time for All Ages” during Sunday service;
  - Prepare and organize weekly programming ensuring classroom supplies are in place and schedule required LL volunteers. When LL program is not offered on a Sunday, then the DLL is responsible for planning appropriate alternative activities and communicating this to the families;
  - Represent the LL program to new and current members and follow up with information to potential new participants to encourage registration;
  - Working with the Communications Chair, develop content for newsletter, website, and other related marketing materials;
  - Provide guidance and direction to the Lifespan Learning Committee;
  - Track expenses for related costs and manage the LL Program budget;
  - Weekly hours will vary throughout the year, but availability requirements include Sunday morning worship (with one Sunday off a month), Christmas Eve services, weekly office hours, and monthly committee meetings. Flexibility to work from home when needed is available.
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**Skills and Experience Required**

- Significant work or volunteer background in children's learning or spirituality; and/or post-secondary certification (e.g. ECE diploma, degree in education, theology, social work, summer camp or children's program counsellor, Sunday school teacher);
- Experience teaching and/or organizing a UU LL or Religious Education program is strongly preferred;
- A knowledge of Unitarian Universalist principles and history/theology;
- Proven ability to build and maintain strong working relationships with parents, children, youth, volunteers, Board Members, etc., skills that demonstrate sensitivity in dealing with diverse needs and managing conflict are essential;
- Able to work both independently and in collaboration with various individuals to ensure the program goals and objectives are met;
- Ability to motivate and provide leadership to volunteers;
- Exceptional organizational skills to manage priorities in a multi-faceted environment;
- A background in the arts is a strong preference as this suits the creative nature of our congregation;
- First Aid / CPR training would be an asset, however, training will be provided if needed;
- This role serves the spiritual needs of children - a love of children and a sense of fun are essential;
- Preference to candidates with knowledge of UU curriculum and training in Our Whole Lives (OWL) Lifespan Sexuality Education Programming. Support for training offered for interested candidates;
- Position is dependent on appropriate background police check is performed which will be done as soon as an offer is accepted.

*Thank you for your interest in this position. If you wish to be considered for this position, please contact Michelle Thorne ([vp@nuuc.ca](mailto:vp@nuuc.ca)) for a copy of the Position Description which provides in greater detail the full scope of this position. Neighbourhood invites applications from all qualified candidates; however, Canadian citizens and permanent residents will be given priority. We encourage Black, Indigenous, and People of Colour (BIPOC), as well as all gender identities, and sexual orientations to apply. We look forward to hearing from you.*