

**Do you love working with elementary school-aged children?  
Developing creative curricula?  
Encouraging independent thought and exploring world religions?**

**You might be perfect for the Kingston Unitarian Fellowship's (KUF) Religious Exploration Coordinator!**

### **Position Description**

**Title:** Religious Exploration Coordinator (REC) - Part Time

**Contract:** June 2023 through June 2024 (excluding July and the first half of August)

**Hours and Compensation:** 8-10 hrs/wk, starting at \$21 to \$23/hr (commensurate with experience) + 4% vacation pay. The only set hours are 3 Sundays/month from 9:30 am to noon. The other hours for planning and coordination can flex around your schedule.

**Application Deadline:** Wednesday 21 June 2023

### **About Kingston Unitarian Fellowship**

We are a welcoming, growing, lively and theologically diverse liberal congregation with 10-20 elementary-aged children.

Our mission is to join as a caring community for the development of spiritual and personal growth where all are respected and diversity is celebrated as we strive to make our world a better place through our actions. *(For more about us please visit [www.kuf.ca](http://www.kuf.ca))*

### **About the Religious Exploration (RE) Program**

- RE programming is provided on Sunday mornings from 10:30 to noon from Sept-June in-person at 244 McMahan Avenue.
- The children are involved in occasional Intergenerational Sunday services and engage with the adults during one Sunday service per month. These can be creative events assisted by the RE Committee and Sunday Services Committee.

### **Position Overview**

- The Religious Exploration Coordinator collaborates with the Religious Exploration (RE) Committee and the Minister to prepare and present the children's curriculum, which is based on monthly themes. Sunday RE programming may include interactive discussions, games, stories, songs and crafts focused on the curriculum's themes; all of which can involve significant creativity. The REC works with the teaching assistants and volunteers from the congregation to engage the children.

- The REC schedules and guides RE employees and volunteers in coordination with the Minister and the RE Committee.

The RE Coordinator:

- Prepares the Sunday RE programming with collective engagement
- Inspires and encourages the children so they learn and are eager to return
- Maintains clear communications with parents/guardians, in-person, by phone or email, and through social media.
- Coordinates the RE Teaching Assistant(s) and volunteers
- Attends monthly meetings of the RE Committee to collectively develop the programming
- Maintains the RE budget, administrative records and RE resources and supplies
- Ensures that the policies of KUF (including appropriate behaviour of RE staff, children, parents and volunteers) are maintained

**Requirements: The RE Coordinator must:**

- Obtain clearance for working with vulnerable populations through the Kingston Police Information Check (K-PIC) (*Fee paid by KUF*).
- Have Canadian citizenship or a valid Canadian Work Visa
- Abide by KUF values and KUF guidelines as presented in the KUF Guide.
- Be welcoming and respectful to all people regardless of race, gender identity, sexual orientation, age, ability, economic status, or ethnicity.
- Apply anti-racist, anti-oppression, and multicultural lenses to their work

**The RE Coordinator would optimally have the following qualifications:**

- A background and/or experience in childhood education
- Program coordination and leadership experience
- An understanding or interest in Unitarian Universalism and a willingness to learn UU values and principles.
- Strong communication skills

**Accessibility:**

Unfortunately, the RE space is not currently wheelchair accessible. This will be remedied within the next year.

**Contact:**

Please send your letter of interest and resume via email to: [office@kuf.ca](mailto:office@kuf.ca)

*KUF is committed to creating and sustaining a diverse and inclusive workforce. We encourage applicants of diverse race, ethnicity, gender identity, age, religion, ability, sexual orientation, and gender expression.*

*KUF will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please include them with your application.*

**Personal Recommendation from our last Religious Exploration Coordinator:**

*"When I started as a nursery assistant at KUF I immediately fell in love with the community's warm, welcoming, and accepting atmosphere. To this day, it is one of the best decisions I've ever made. Due to the community believing in me and helping me in my new adventure, it inspired me to pursue a career in teaching and to share the same encouragement and acceptance I was shown during my time with KUF. I believe that anyone would be lucky to work with KUF."*