

POSITION POSTING

Director, Lifespan Faith Development

Employer:

Williamsburg Unitarian Universalists (WUU)
3051 Ironbound Road
Williamsburg, Virginia 23185

Our Website: www.wuu.org
Contact Email: search@wuu.org
Office Phone: 757-220-6830

Denominational Affiliation:

Unitarian Universalist Association (UUA) and the TJ District of Congregations (TJD).
See www.uua.org and www.tjd.uua.org for more information about denominational activities.

Size of Congregation: 260 members

Size of Children's Faith Development Program: 50 children and youth

Title of Position: Director, Lifespan Faith Development (DLFD)

Employment Status: Full Time, Benefits Eligible, Salaried, Exempt Professional

Reports to: Minister is direct supervisor. As a member of the Executive Team, this position is accountable to the WUU Board.

Work Location and Work Days: A fully equipped office is located in Williamsburg. Some evening meetings and most Sundays will be required. There can be flexibility in the work schedule.

Experience, Knowledge, Skills and Abilities

- Experience or degree in a field related to education, human services, program management, volunteer management
- Strong leadership skills and interpersonal communication skills
- Acceptance of Unitarian Universalist religious education philosophy
- Strong interest in encouraging liberal faith development in children, youth and adults
- Proven ability to use web-based and office technologies
- Proven ability to encourage, nurture and take care of volunteers
- General literacy about world religions
- Thinks creatively to solve problems and meet challenges
- Embodies values of caring, compassion, and love

- Ability to organize several different tasks, events, and people
- Candidates from all religious, ethnic, and racial backgrounds and sexual orientations are encouraged to apply.

Compensation & Benefits:

Salary: \$31,700 – \$35,500 (meets UUA Salary Guidelines)

Benefits: Group Medical Insurance, Retirement Plan (WUU contributes 10% of salary)

Paid Leave Time: 18 days in the first year

Roles & Responsibilities

As Member of the Executive Team:

- Maintain a mission-centered perspective, participating in broad decisions concerning all church activities
- Bring concerns from LFD committees to the Executive Team
- Communicate the activities and philosophy and goals of the Faith Development programs to the Board and to the congregation
- Encourage a multi-generational, faith development perspective in all activities.

As Ex-Officio Member of the Children & Youth Faith Development Committee:

- Recruit and orient volunteers
- Keep up with new Unitarian Universalist curricula for children and youth
- Working with this committee, produce the annual budget
- Maintain accurate statistics and reports
- Maintain adequate program resources (equipment and supplies)
- Attend meetings with area religious educators, conferences and workshops
- Ensure safe and efficient operations in the nursery
- Supervise paid Youth Advisor

As Ex-Officio Member of the Adult Faith Development Committee:

- Ensure adequate resources for these programs

As Coordinator of Covenant Groups Program:

- Provide administrative support to volunteer facilitators.
- Promote annual formation of groups

As Coordinator of Multi-Generational Events:

- Working with volunteer groups, plan and implement social events throughout the year

As Member of the WUU Staff Team:

- Provide backup to Office Administrator as needed.