Religious Education Assistant

Universalist Unitarian Church of Peoria
To Apply, Email DLRE@peoriaUUchurch.org
Part-Time: 6 Hours per Week
Wage: $15/hour

Position Overview

The Religious Education Assistant supports the Director of Lifespan Religious Education (DLRE) in creating welcoming, engaging, and well-organized religious education experiences for children and youth at the Universalist Unitarian Church of Peoria.

This position is ideal for someone who enjoys working with children and youth, is dependable and creative, and wants to learn more about Unitarian Universalism while contributing to a caring and inclusive faith community.

Schedule

- **6 hours per week;** 3 hours on Sunday mornings and 3 hours of weekday preparation, scheduled at a mutually beneficial time with the DLRE
- **One Sunday off each month**
- Schedule may occasionally be adjusted in consultation with the DLRE to accommodate employee needs, special programming, church holidays, or other Children and Youth Religious Education needs.

Sunday Mornings — 3 hours per week

- Work most Sunday mornings to assist with Children and Youth Religious Education programming.
- Prepare classrooms and materials before programming begins.
- Welcome children, youth, and families.
- Lead teach in one classroom a week.
- Assist teachers and volunteers during Sunday morning classes and activities.
- Provide additional support with transitions, classroom needs, and unexpected situations.
- Provide coverage of the RE program when the DLRE has a Sunday off.
- One Sunday per month can be requested off, subject to availability of coverage.

Weekday Preparation — 3 hours per week

- Three additional hours each week will be scheduled at a **mutually convenient time for the Religious Education Assistant and the DLRE**.
- Prepare materials and supplies for upcoming Sunday morning or special programming.

- Organize and restock classroom supplies.
- Assemble craft projects, activity materials, and other curriculum resources.
- Assist the DLRE with other preparation and organizational tasks related to Children and Youth Religious Education.

Responsibilities

- Support the DLRE in implementing Sunday morning religious education programming.
- Assist classroom teachers and volunteers as needed.
- Help create welcoming, safe, and engaging spaces for children and youth.
- Prepare and organize curriculum materials, crafts, games, and activities.
- Set up and clean up classrooms and program spaces.
- Help maintain organized and accessible religious education supplies.
- Communicate with the DLRE about classroom needs, supplies, and concerns.
- Be attentive to the needs of children, youth, families, and volunteers.
- Follow UUCP policies and procedures, including child and youth safety policies.
- Participate in occasional special Children and Youth Religious Education activities or events as agreed upon with the DLRE.

Qualifications

- Experience working with children and/or youth.
- Dependability and the ability to consistently work Sunday mornings.
- Ability to work cooperatively with the DLRE, teachers, volunteers, children, and families.
- Creativity and enthusiasm for hands-on activities.
- Strong organizational skills and attention to detail.
- Willingness to learn about Unitarian Universalism and UUCP's approach to religious education.
- Commitment to creating an inclusive, welcoming, and respectful environment for children and youth.

A willingness to learn, a positive attitude, and an ability to connect well with children and youth are highly valued.

Working Relationship

The Religious Education Assistant reports directly to the **Director of Lifespan Religious Education** and works as part of the Children and Youth Religious Education team with the Religious Education Committee and volunteers.

This position provides practical and programmatic support to the DLRE, helping ensure that Sunday morning religious education is prepared, welcoming, organized, and enjoyable for children, youth, families, and volunteers.