

TEMPLATE FOR ADAPTING!

Religious Education Teacher/Coordinator **_____ Friends Meeting**

_____ Friends Meeting is looking for a creative, energetic person to fill the Teacher/Coordinator position in our religious education program (PreK through 5th grade). This is a 10-month position with teaching responsibilities September-June. Average of four hours per week, three weeks per month¹, includes prep and teaching time. Total compensation for the 10-months is \$3000 to be paid in monthly pay periods based on \$100/week. A budget will be available for supplies.

Responsibilities and Expectations:

1. Bring energy, creativity, as well as a genuine love of children, to the teaching of a Quaker religious education curriculum for a meeting community.
2. Implementation of weekly lesson plans and activities for multi-age group of children, based on curriculum developed by a consultant in relationship with the meeting community.
3. On Sundays, arrive by 10:00am to prepare for the morning. Join meeting for worship at 10:30 and gather the children to go to their program at 10:45. Bring children to rejoin families at rise of meeting (11:40).
4. Be available to talk with parents regarding activities and course content.
5. Attendance at monthly Children's RE committee meeting; be in contact with and responsive to RE consultant and members of the Committee.
6. Work with volunteers² who will assist in the children's program on a rotating basis.
7. Coordinate and purchase all necessary supplies, as needed, as per available budget.
8. Background check and child abuse clearance required in this position.

If you are interested in this position, please send an email describing your interest and experience to *[insert contact information]* by _____. Please include your current address, email and phone number, and the names and contact information for two references.³

Review of applications and interviews will be held with potential candidates in the hope that we can fill this position by _____.

¹ I think it's reasonable — and may be more appealing — to have one week “off” a month. And it's equally reasonable to hope that the meeting will welcome children into worship one week a month.

² What do you think about them being in charge of “recruiting” and keeping a calendar of who is helping each week? Who communicates with/coordinates the assistant volunteers?

³ I would also ask for two references with their contact information — one of the PYM child safety forms asks for this, but if you wait until you've hired someone and are doing their background check, you may learn things you wished you had known before.