



**To Apply: Submit a letter of interest & resume to the Director of Lifespan Faith Formation,
resume@bvuuuf.org**

Non-member of BVUUF preferred

BVUUF Job Description

School of the Spirit Teacher

Part-time (6 hrs per week on-site or online most weeks Sept - May; 4 hrs per week on-site or online most weeks June - August, hours listed include planning time)

\$15.19/hour - 12 months/year

Reports to the Director of Lifespan Faith Formation

Start date: September 1, 2020 or as soon after as possible.

Job Summary

Each School of the Spirit Teacher works 3-6 hrs/wk in a progressive model for religious education in our multi-age Unitarian Universalist program. We are seeking a creative, flexible individual interested in facilitating curriculum as well as creating fun and unique learning experiences we call “jams”. Due to the COVID-19 pandemic, these learning experiences may happen online via Zoom video conferencing or in physically distant outdoor gatherings on our property in Lafayette, as weather allows.

When we are able to safely resume meetings in our building we will offer classes on Sunday mornings during both worship services (generally 9am and 11am) throughout the school year and at one service during the summer months.

Essential Functions

- **Plan and facilitate curriculum in the School of the Spirit**
 - Create and facilitate creative, engaging developmental learning experiences that we call “Jams” for elementary-aged persons.
 - Jams will typically use the Fellowship’s monthly schedule of themes as lenses through which to explore our overarching educational theme for the year. This year we are focusing on justice and anti-oppression work and de-centering whiteness. Below are the monthly themes we’ll use to explore with this year:

September – Renewal

October – Deep Listening

November – Healing

December – Stillness
January – Imagination
February – Beloved Community
March – Commitment
April – Becoming
May – Story
June – Play

- “Jam” topics can be, but are not limited to: “StoryJam,” “MusicJam,” “BeliefJam,” “CelebrationJam,” “BodyJam.” Additional ideas have been “PhotoJam,” “WritingJam” and “PoetryJam.” We are not looking for experts as much as creative, flexible experimenters.
- Work to encourage energetic elementary aged persons to explore their own spirituality in a fluid, nonjudgmental space.
- Facilitate one or two 60-minute classes each week.
- Attend bi-monthly planning meetings during which Lead Teachers, Director, and others develop “Jams.”
- Help create and distribute weekly family newsletter.
- Attend Orientation and Evaluation meetings at the beginning and end of the school year.
- Lead program on occasion when the Director is away.

Maintain classrooms and supplies.

- Arrive approximately 30 min early in person or 15 minutes online to ensure the space is properly set up and to gather any needed supplies.
- Manage a petty cash account (or similar) and stay within budget.

Manage communications.

- Use social media to highlight happenings or upcoming events.
- Utilize existing email lists to keep the community updated and advertise upcoming events within and outside the congregation.

Other responsibilities

- Network with volunteers, staff and RE participants.
- Work with volunteer Teaching Associates who will be supporting and/or offering “Jams” occasionally.

Qualifications

- In accordance with [UUA Safe Congregations standards](#), applicants who are at least 25 years of age are preferred. Applicants who are at least 20 years of age will be considered based on experience, qualifications, and ability to maintain appropriate boundaries with children and youth.
- Creative skills - in a variety of applications such as music, nature, yoga, meditation, martial arts, writing, storytelling, etc. We are open to various ways to stretch our minds, bodies, and spirits.
- At least one year experience, comfort and familiarity working with children and youth, multi-age groups a plus.
 - Ability to recognize and articulate diverse developmentally appropriate behavior and respond to create a safe and welcoming learning environment

- Ability to create developmentally appropriate curricula and activities
- Experience working with children and youth with learning differences and neurodiversity a plus
- Knowledge of and experience with Unitarian Universalism, and UU religious education/faith formation preferred.
- Experience with Google Drive (Docs, Sheets, etc) and some social media (Facebook, Instagram, MailChimp, etc)
- Demonstrated ability to work with diverse people in diverse situations.
- Ability to publicly articulate and teach UU values.
- Strong organizational skills, and fluency with email, Zoom, Google Drive, calendars, and social media.
- Patience, flexibility, and a sense of humor helpful.
- Successfully pass the required background check.
- High school graduate or equivalent with some higher education experience preferred.

Physical requirements and working conditions

- Able to move freely inside and outside of the facility including meeting rooms, playground, yard, and shed.
- Able to lift up to 40 pounds.
- Must be available to facilitate and plan classes and attend staff meetings for a total of 6 hours during most weeks September – May.
- Must be available to facilitate and plan classes and attend staff meetings for a total of 4 hours June - August.
- 40 SpiritJam Class weeks per year
 - One class day/month off - Hours budgeted include 2 hrs of planning during the week when taking a class day off
- 20 extra meeting hours (including 3 hrs. August orientation; 1 hr. review and eval in May)
- Total hours = 237 hrs.
- @ \$15.19/hr. = \$3,660.00 plus FICA

Core Competencies

Attention to detail. Maintains accuracy in scheduling and communications.

Communicating. Can effectively share thoughts, needs and goals. Is seen as approachable and proactive when developing School of the Spirit programming.

Cooperating. Works cooperatively with others in the course of duties.

Maintaining interpersonal relationships. Relates well to all kinds of people, inside and outside of the congregation, builds appropriate rapport; builds effective and constructive relationships, uses diplomacy and tact; is regarded as a team player.

Managing conflict. Deals with problems quickly and directly; steps up to conflicts, seeing them as opportunities for growth; settles disputes collaboratively; finds common ground for cooperation.

Managing vision. Articulates and supports the vision and mission of BVUUF, particularly the School of the Spirit, and is able to communicate that through the work.

Organizing. Can identify need for resources and work with people to get things done; can use resources

effectively and efficiently.

Planning. Breaks down work into process steps; develops own schedules; anticipates and adjusts for problems and roadblocks; evaluates results.

Trust and integrity. Is widely trusted; experienced as direct and truthful; keeps confidences; admits mistakes; works to remain in right-relationship with others and the vision and mission of the Fellowship.

Note that qualifications may be met as a result of lived experience, volunteer work, educational experience, professional experience, and/or formal or informal training. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

Stakeholders:

Supervision provided by the Director of Lifespan Faith Formation (BVUUF).

Other coordinating relationships include the Fellowship's School of the Spirit Staff and Lifespan Faith Formation Council, the School of the Spirit Team, parents, adult volunteers, and youth.

Support for the Mission and Values of the Organization:

Unitarian Universalism is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at BVUUF, all congregational staff members are expected to perform their job duties in accordance with the congregations' values, principles, and missions. In particular the following points, drawn from the Seven UU Principles, are of particular importance for our work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity, and compassion in human relations, and the goal of world community with peace, liberty, and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ+ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of our Earth and of all people is interwoven, and we work to counter environmental exploitation, patriarchy, white supremacy, colonialism, homophobia, transphobia, and other interrelated systems of marginalization.