

Langley Hill Friends Meeting
McLean, VA
Religious Education Coordinator
Job Announcement

General Summary: The Religious Education Coordinator provides general oversight and management of the First Day School (pre K-high school) at Langley Hill Friends Meeting.

Accountability: Religious Education (RE) Committee, Langley Hill Friends Meeting

Principal Duties and Responsibilities

- Recruit, resource and coordinate teachers and assistants for the First Day School (FDS) Classes [*pre-K through high school including FAP's (Friendly Adult Presence) for Young Friends.*]
- Research, collect and recommend curricula for the FDS Program
- Serve as primary communicator and liaison between parents, teachers, children and Meeting community regarding the FDS Program
- Conduct weekly multi-age assembly or arrange for someone else to do so
- Provide substitute teachers/leaders when needed
- Be at Meeting each week or arrange for someone else to be there to handle questions, problems and greet new families with children to get their children to the right classes.
- Maintain FDS attendance records and contact information for children and families.
- Organize/lead or find leaders to carry out activities such as: crafts during Advent, Easter Egg Hunt, FDS picnic, youth and children's participation in Christmas program
- Keep inventory of curriculum, materials, supplies and procure needed materials
- Maintain and update Religious Education handbook

Other Responsibilities shared between the Coordinator and the RE Committee include but may not be limited to:

- Assist in providing leaders for crafts & activities such as during Advent, Easter Egg Hunt, FDS picnic, and FDS participation in Christmas program.
- Keep Meeting apprised of FDS activities through announcements, listserv and web page. Contact students and families personally as often needed.
- Plan the calendar of classes and activities and provide this information in a timely manner to the Meeting.
- Be aware of safety and health issues in regards to class formations and usage of building space
- Recruit, interview and provide for childcare coverage in the Nursery
- Recommend teachers and other assistants for the program
- Organize/plan for snacks
- Assist with selection and procurement of Bibles, gifts/books to be presented at FDS picnic to students and teachers
- Plan and organize other events as benefits the children and youth of the Meeting, i.e. movie nights, bowling, game nights
- Assist Young Friends as needed if they visit other Meetings or religious bodies as part of our program
- Organize meetings between R.E. leaders and parents as needed in listening to what parents and others in the Meeting expect from the R.E. program
- Compile and send information packets and forms in August to prospective FDS students and their families
- Develop and monitor RE committee budget

Requirements

Education

- Bachelor's degree or equivalent

Experience

- Preferred practice in and/or knowledge of the Quaker faith tradition
- Preferred experience with a First Day School program
- Experience working with youth; experience teaching a plus
- Experience in program administration and volunteer recruitment and coordination

Knowledge, Skills, Abilities

- Familiarity with and commitment to Quaker values and process
- Excitement and creativity in communicating Quaker values and process
- Commitment to the mission and goals of Langley Hill FDS program (attached)
- Highly organized with the ability to do advanced planning in keeping with the FDS schedule
- Diligent keeper of records and inventory
- Skill at communicating effectively to link those who serve, who are served by, and who benefit from the Langley Hill FDS program
- Skill at using electronic communication and proficiency with Microsoft Office Suite applications
- Self-directed in carrying out duties and responsibilities
- Ability to work collaboratively with others
- Flexibility and ability to respond to the unexpected in a positive and constructive manner
- Ability to work on-site at Langley Hill Meeting House most Sundays during the school year and some Sundays in the summer months; as well as to attend evening committee meetings most months of the year

Working Conditions

- Typical on-site Sunday work overseeing the FDS program from 9:30 am – 12:00 pm (2 ½ hours)
- Typical on-site monthly RE Committee Meetings from 7:30 – 9:30 pm (2 hours)
- Additional work hours off-site to support program and prepare for each Sunday to average 5 hours/week during school year; flexible summer hours to plan for coming school year

Salary: \$ 7,100 /year

To apply:

Please submit cover letter and resume to langleyhillre@gmail.com with “RE Coordinator” in the subject line.

Application deadline: March 22, 2013

Start date: May 1, 2013