

Job Description of a PAID Religious Education Coordinator

Goal: Provide a first day school program that attracts children and their friends, helps children experience Quaker testimonies and traditions, and exposes them to various religious beliefs.

Tasks:

1. Be at the RE building at 10:40 to greet families, tell them how we do things, and help children transition to their classrooms. OR arrange for someone else to do so.
2. Follow up with RE families once a month to check in with them to see how things are going, and what would be helpful or better.
3. Support teachers of RE by
 - a. checking in with each of them at least once a month to find out what would be helpful.
 - b. finding a substitute for any teacher who knows in advance that s/he will need to be absent, and assist the substitute with lesson ideas/topics/methods.
 - c. fill in for teachers who, last minute, are unable to teach, OR make some arrangement for that class.
 - d. make arrangements for purchase of any class supplies needed that are requested a week in advance. (Contact Mike Grutzeck for food items and find someone to pick up other supplies, such as crafts, etc.)
 - e. Support teacher(s) in developing lessons, suggesting topics and methods (e-mail or phone is fine).
 - f. communicate tentative schedule of FDS class topics to families by email on a monthly basis.
4. Get to know all the children by name by assisting in a class about once a month.
5. Develop a list of people who are willing to substitute teach for the elementary and secondary classes. People will need to be asked individually.
6. Convene RE planning meetings as needed, at least once/2 months. Send minutes and schedule to all RE members.
7. With the RE Committee, coordinate (OR find someone to coordinate) special events of importance to families and our Meeting such as:
 - a. Upper Susquehanna Fall weekend (Crystal Lake)
 - b. Intergenerational activity(ies)
 - c. Right Sharing of World Resources
 - d. Service projects
 - e. RE social events
8. Communicate with the secretary and newsletter editor, so that RE announcements and/or articles are in the bulletin and newsletter.

*Please note that this schedule allows for attendance at Meeting for Worship. Time in Meeting for Worship is unpaid time, but time welcoming families, observing classes, etc. is paid time.

Coordinator of RE is supervised/supported by the supervisor appointed by the Personnel Committee.

