

Religious Education Assistant

Summary of Duties

- Conduct the annual registration of children and youth. Distribute forms, collect them, note allergies and special needs. File copies in the classrooms and in the Director of Religious Education's office. Follow up with families, as needed and distribute forms to new families throughout the year. *(Total of 8 hours/year with the hours concentrated during September and October)*
- Administer the attendance. Tally the attendance numbers and share the data with the DRE and the Congregational Administrator weekly. Prepare new attendance sheets for the classrooms, as needed. *(30 minutes/week)*
- Keep classrooms tidy and inventory the supplies. Notify the DRE if supplies/resources are needed. *(30 minutes/week)*
- Work with the DRE and the members of the RE Committee to do a thorough cleaning and set-up of the classrooms in late summer. *(Total of 8 hours/year with the hours concentrated in August)*
- Assist the DRE and the members of the RE Committee in hosting the two teachers' events~~Teacher Ingathering in late summer and Teacher Retreat in the winter. *(Total of 6 hours/year in August and January)*
- Assist the DRE and the RE Committee in hosting the annual Halloween Party and Haunted House, the Christmas Giving Projects and any other RE hosted special events. *(Total of 8 hours/year with the hours concentrated in October)*
- Administer the Children's and Family Library. Keep the shelves in order. Shelf the books as they are returned. Prepare newly donated and purchased books for shelving. Follow up with overdue books. Maintain the Library Catalog. *(15 minutes/week)*
- Assist the DRE in preparing and distributing curriculum and other resources and supplies for the regular church year program, the summer program as well as any special events or activities. *(3 hours/week in May, 5 hours/week in August, 2 hours/week in September)*
- Attend the monthly meetings of the Religious Education Committee in an Ex Officio capacity. *(2 hours/month)*
- Assist in recruiting helpers for the nursery. *(Average 30 minutes/month)*
- Meet with the DRE for ongoing supervision twice a month and as needed *(1 hour/month)* and annually for the Employee Assessment. *(2 hours/year)*
- Attend church staff meetings in late summer and early winter. *(6 hours/year)*
- Additional duties as required by the program. *(Averaging 1 hour/week)*