

Unitarian Church of Vancouver
949 West 49th Ave
Vancouver, BC V5Z 2T1
www.vancouverunitarians.ca

**Submit a letter of interest to the Director of Religious Exploration,
dre@vancouverunitarians.ca.**

**UCV Job Description
SpiritJam Lead Teacher**

Part-time (4 hours per week); \$17.00/hr.
plus 20 additional paid flex hours
10 mos./year

Reports to the Director of Religious Exploration
Start date: September 1, 2017 or soon after as possible.

Job Summary

Two Religious Exploration Lead Teachers work 4 hrs/wk on an innovative model for religious education in our new multi-age Unitarian Universalist program. We are seeking creative, flexible individuals interested in creating fun and unique “jams” offered on Sunday mornings.

Program Vision

The Unitarian Church of Vancouver (UCV) is an inclusive liberal religious community dedicated to spiritual growth, social justice, and reverence for nature and all life. We embody these values through worship, ethical action, artistic expression, and religious education for all ages which aim to connect hearts, heads, and hands. Our congregation welcomes all ages, orientations, abilities, and identities in our joyous search for meaning.

The core program for children up to 13 years of age takes place during the 11 am Sunday Morning service at UCV. We aspire to have our program

- Engage the body, mind, and spirit
- Develop a sense of Unitarian identity, community, and heritage
- Build a sense of warmhearted, extended family where everyone belongs, everyone contributes, and everyone benefits.
- Be a safe environment in which to explore and grow
- Develop students' confidence and ability to create change in large and small ways
- Make story, music, movement and mindfulness a regular part of our lives
- Connect with & celebrate nature
- Explore and honour the diversity of perspectives—in faith traditions and cultures

Stakeholders:

The Minister, Director of Religious Exploration, Chair/RE Committee.

Lead Teacher Essential Functions

- **Plans and offers “Jams” for Religious Exploration Sunday mornings:**
 - Create creative exploration, “Jams,” for mind/body/spirit.
 - Implement 2-3 focus centres on Sunday morning during the 11 am service. The first Sunday of each month, beginning in December 2017, will hold RE Jams from 9:30 am–10:30 am, before the all-ages service.
 - Jams are multi-age (grade 1-6 primarily, but inclusive of all ages from infancy on.)
 - Jams will be based on themes of learning found in the Unitarian Universalist Association [Tapestry of Faith](http://www.uua.org/re/tapestry/children) curricula: www.uua.org/re/tapestry/children
 - “Jam” topics can be, but are not limited to: “NatureJam,” “BodyJam,” “StoryJam,” “MusicJam” “TinkerJam.” Additional ideas could be “PhotoJam,” “PaintingJam,” “JusticeJam,” “WritingJam,” and “PoetryJam.” We are not looking for experts as much as creative, flexible experimenters.
 - Attend a weekly planning meeting at which Lead Teachers, Director, and member volunteers develop “Jams” and core lessons.
 - Attend Orientation and Evaluation meetings at the beginning and end of the school year.
 - Occasional shared leading of the program when the Director is away.
 - Fall 2017 programming for Truth, Healing, and Reconciliation work is already lined up—the Lead Teachers will provide consistent presence, support, and organization for these workshops.

Maintain classrooms and supplies.

- Plan Sunday set-up of classrooms used by Vancouver Bilingual Preschool during the week.
- Arrive early enough on Sunday to set-up rooms as needed.
- Maintain organization of UCV supply room (may help to re-organize as needed).
- Collect supplies needed either from the supply room or purchase.
- Manage a petty cash account and stay within budget.

Manage communications.

- Use social media to highlight happenings or upcoming events. We have a website with events blog, a Facebook page, and a Remind account. There is a desire and need to reach out in more diverse digital and analog ways.

Other responsibilities

- Network with volunteers, staff and RE participants.
- Work with volunteer Teaching Associates who will be offering “Jams” occasionally, assisting in the classroom, and facilitating the fall Truth, Healing, and Reconciliation workshops.

Qualifications

- 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.
- Experience working with children, multi-age groups a plus.
- In alignment with [Unitarian Universalist values and beliefs](#).

- Basic ability with calendars, email and word processing.
- Experience with Google Docs and some social media (Facebook, Pinterest, or Meet Ups.)
- Demonstrated ability to work with diverse people in diverse situations.
- Ability to articulate and teach [UU values](#).
- Successful completion of a Background Check for the vulnerable sector.
- Flexibility and sense of humor helpful.

Physical requirements and working conditions

- Able to move freely inside and outside of facility including meeting rooms, playground, yard, and garden.
- Able to lift up to 40 pounds.
- Must be available to work 2 hours during most Sunday mornings, and attend staff meetings.
- 31 SpiritJam Sundays per Academic Year (mid-September – June)
- One Sunday/month off, flexible, optional (comp hours during the week).
- 4 hrs. per week (2 hours SpiritJam Sundays; 2 hrs/wk planning)
- 20 extra meeting hours (3 hrs. September orientation; 1 hr. review and eval in June)
- Total hours = 144 hrs.
- @ \$17.00/hr. = \$2,376.00 plus CPP EI and 4% vacation pay

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.

Maintains 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 UCV and is able to communicate that through the work, particularly in regards to building community.

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.