

First Unitarian Universalist Society of Burlington, Vermont
Position Description

Position Title: Family Programs Assistant
Reports to: Director of Lifespan Faith Development
Directly supervises: Adult Childcare Providers, Youth Childcare Providers
Status: Part-time, hourly
FLSA: Non-exempt

Normal working hours: 18 hours per week, 48 weeks per year (August – June), 3-4 Sunday morning shifts per month with additional administrative and support hours, the schedule for which is somewhat flexible with preferred time during the day. Some work may be done from home.

Benefits: Benefits are offered as outlined in the Employee Handbook

Position Summary

The Family Programs Assistant provides administrative and organizational support for the Society's educational programs for all ages.

Essential Functions

- Inputs, updates, and maintains data of registrations for children and youth, and applications of adults for volunteer faith development stewardship roles
- Maintains inventory and organization of all program supplies, furniture, equipment, and materials
- Records classroom attendance electronically and responds to teacher needs regarding supplies and equipment
- Maintains faith development bulletin board displays.
- Produces print or electronic mass-communications
- Maintain FD portion of website with updated information, links, and documents
- Provides clerical support for the program as needed.
- On occasion, directly provides programs for and supervision of groups of children, from infants to teenagers.
- Plans and attends special events, including ordering catering, light food prep, and light clean-up.
- Shops for program supplies as needed.
- Fosters a familiarity with, and respect for the values of Unitarian Universalism.

Minimum Qualifications

- A minimum of three years applicable work experience is preferred.
- Demonstrated experience successfully completing administrative tasks.

- Experience with programs for children and youth and/or an educational setting strongly desired
- Successful screening per First UU's Safe Congregation policies.
- Must be currently trained in Adult, Infant, and Child CPR and First Aid, or be willing to attend a training at the society's request.
- Ability to lift and carry up to 20 pounds and climb a single flight of stairs. Able to sort and organize items on high and low shelves.

Core Competencies

- **Attention to detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Communication:** Communicates clearly and effectively in both written and spoken forms; listens patiently and fully, and responds professionally and helpfully; exercises judiciousness regarding who needs to know what; adjusts tone accordingly for the context.
- **Flexibility:** Accepts that change of systems and circumstances is natural and expected, especially in 21st Century congregational life; responds calmly when things are unresolved; is willing to take risks and handle uncertainty.
- **Troubleshooting:** Demonstrates a willingness to think through responses to challenges. Is willing to experiment with "work-around" approaches if the original plan cannot be completed. Can easily generate creative, "out of the box" ideas to achieve ends.
- **Initiative:** Can identify needs and priorities and take action without direction; identifies and engages previously unseen opportunities relevant to broader objectives.
- **Team orientation:** Understands and honors contribution to the whole of the staff team. Fulfills duties of defined job area with awareness of its contribution to the whole of the organization and its mission.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport: considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.