



Unitarian Universalist Fellowship of Falmouth

Director of Whole Life Learning

Title of Opportunity: Director of Whole Life Learning

Name of Congregation: Unitarian Universalist Fellowship of Falmouth (Massachusetts)

Physical Address: 840 Sandwich Road, East Falmouth, MA 02536

Time Required: Part- time, Twenty (20) Hours per week

Using UUA Compensation Standards? yes

Salary Range: \$21,000 to \$32,000 annually

Status: Acting

Contact Name: Aja Frigon

Contact E-mail: wll@uuffm.org

Application Deadline: October 15, 2020

Posting Date: September 23, 2020

Position Description

General Description: The Unitarian Universalist Fellowship of Falmouth (UU Falmouth) is looking to welcome a creative and enthusiastic leader to Manage the development, delivery, and coordination of UU Falmouth's learning programs for all ages. If you are excited by the prospect of working with an energetic professional staff and congregation that is looking to transition its RE offerings from one mainly focused on children and youth to one that also serves the multi-faceted RE needs of adults, this position is for you. Our vision for this new program, Whole Life Learning (Learning), is for it to be the heart of our ministry, rooted in the seven principles of Unitarian universalism. In partnership with the minister and the Learning Committee, You will have the opportunity to shape a new program that aims to support individuals at all life stages in developing their whole selves (spiritual, physical, emotional and intellectual) as well as deepen connections between all ages in an authentic multi-generational UU community. We envision bringing on an Acting Director of Learning with experience and/or interest in transitional roles for one year, who may also apply for the permanent position. This is a 20-hours per week job. the Director of Learning reports to the minister and is supported by and supports the Whole Life Learning Committee. It is anticipated that all UU Falmouth programs and services will be exclusively online through at least May 2021. This position is open to a candidate that is located outside of this geographic area and operating remotely. We encourage applicants from underrepresented populations.

About Our congregation: The Mission of UUFF is to create a welcoming Unitarian Universalist community where we are inspired to lead our best lives and better our community and our world. We are a Welcoming Congregation and a certified Green Sanctuary. Our meetinghouse in Falmouth is the

hub for a myriad of spiritual, educational, social and community service activities. Our UUF family includes about 200 members and many friends from Falmouth and the surrounding communities of Upper Cape Cod and Southeastern Massachusetts. Currently our programming includes presentations, films, and discussions to probe issues we care about (e.g., current events that relate to social, racial, and environmental justice) Throughout the year we have a variety of special multi-generational events, including holiday parties, beach cleanups, and Family Butterfly Hours (a multi-generational version of our casual open-mic Zoom storytelling). For our children and youth, we offer UUA Faith formation programming such as OWL and Neighboring Faiths. We have a small but active youth group for grades 7 through 12. We are looking forward to continuing and growing these programs from a radically inclusive approach. We are aiming to break through some deeply ingrained cultural habits to do this. We are looking to expand our work from beyond Sunday

Duties and Responsibilities

- Collaborate with the Minister, staff, WLL Committee and other committees to accomplish the WLL mission and goals
- Manage program development and delivery
- Coordinate, manage, train and support as needed program volunteers and presenters
- Work with Communications to publicize and communicate about programs
- Manage program registration and record keeping
- Work with Building and Grounds and Technology to coordinate and manage program facilities and on-line delivery platforms
- Measure and monitor program delivery and results to ensure quality, and continually build and evaluate and improve as needed.

Qualifications for the Job

Education: Minimum bachelor's degree or the equivalent in training/education, program management, or applicable fields

Knowledge, Skills, Experience, and Abilities:

- Program management
- Program development
- UU programming
- Community education
- Volunteer management
- Ease and resilience in working with people with diverse backgrounds
- Enthusiasm, creativity, innovation, energy, flexibility, and openness
- A sense of humor
- Organizational skills
- Communication skills
- Presentation skills
- Comfort, ease, and passion for working with people of all ages and learning interests and styles

To apply for this position please send a resume and cover letter expressing your interest in the position, as well as three references to: Aja Frigon at wll@uuffm.org or mail to: UU FALMOUTH 840 Sandwich Road, East Falmouth, MA 02536