

JOB POSTING

Religious Exploration Program Lead & Curriculum Coordinator

Contract | Part-Time | 12 hours/week | \$30.00/hour | October 2026

Kingston Unitarian Fellowship, 244 McMahon Avenue, Kingston, ON K7M 3H2
kuf.ca, info@kuf.ca, 613-544-8777

Kingston Unitarian Fellowship (KUF) is a vibrant, progressive, and theologically diverse congregation in Kingston, Ontario. Our mission is to bring together those in the Kingston area who share Unitarian Universalist principles in a caring community for spiritual and personal growth -- a welcoming environment where all are respected and diversity is celebrated, as we strive to make our world a better place through our actions.

We are in an exciting season of renewal. Following a major congregational self-assessment in spring 2026 and with a significant building renovation underway, KUF is investing in the future of its Religious Exploration (RE) program for children and youth. Our congregation has spoken clearly: building a strong, visible, and professionally led children's and youth program is one of our highest collective priorities for the years ahead. We are creating a new position to make that happen.

The Religious Exploration (RE) Program Lead is responsible for building and leading a multi-age UU Religious Exploration program. The RE Program Lead will design the program, coordinate curriculum, and support and supervise a part-time RE Assistant and team of volunteer teachers, so that every Sunday runs smoothly and every child is engaged. The RE Program Lead will work alongside a dedicated RE Committee and a minister who is committed to making this investment succeed. You will have real resources, genuine support, and meaningful creative latitude.

Key Responsibilities Include:

- Select, adapt, create, and organize age-appropriate, multi-level RE curriculum materials (grades K through 8) in alignment with Unitarian Universalist (UU) principles and the congregation's values and demographics, with attention to retaining older children.
- Recruit, schedule, and provide ongoing support to RE volunteers, including developing and maintaining a volunteer orientation and training program.
- Train, support and supervise RE Assistants.
- Develop a year-long program calendar in collaboration with the minister and RE Committee.
- Lead RE programming on Sunday mornings, in conjunction with community volunteers and RE Assistants.
- Build towards creating a Coming of Age program for adolescents/young teens.
- Participate in the coordination and possibly delivery of Our Whole Lives (OWL) programming.
- Liaise with programming for senior youth and support their connection with the larger KUF community.

- Participate in the RE Committee, provide written program updates, and collaborate in setting program goals and plan for growth.
- Communicate proactively with parents and families about program schedules, themes, and needs.
- Coordinate RE programming for special services (intergenerational services, Coming of Age milestones, etc.).
- Track registration, attendance, and demographic data to inform program planning.
- Identify and pursue opportunities for youth and family programming beyond Sunday mornings.
- Liaise with the minister and board on matters related to children's and youth ministry.

Accountability:

The Religious Exploration Lead reports to and is supervised by the Minister or, in the event of an extended absence of the Minister, an appointed Interim Supervisor. They work in close collaboration with the RE Committee.

Qualifications:

Required

- Minimum three years of experience in education, youth ministry, curriculum development, or a related field.
- Demonstrated ability to plan and coordinate programming across multiple age groups.
- Experience training, supervising, or mentoring staff or volunteers.
- Strong organizational, communication, and interpersonal skills.
- Commitment to, or demonstrated familiarity with, Unitarian Universalist values and principles.
- Current Police Record Check (Vulnerable Sector Screening).

Preferred

- Credential or coursework in religious education, education, social work, or a related field.
- UU Religious Education credentialing (Credentialed Religious Educator or equivalent through the UUA (Unitarian Universalist Association) or CUC (Canadian Unitarian Council).
- Experience working in a UU or other progressive faith community.
- Background as a classroom teacher (retired or active) with curriculum design experience.

Compensation and Hours:

The position carries compensation of \$30.00 per hour, for 12 hours per week. Contracts run from the beginning of September to the end of June, and are renewed annually with performance review pending congregational budget approvals.

Hours must include Sunday mornings during the program year (Sept–June) plus one half day per week in the KUF office as possible with other hours being flexible. The option of a regular weekend off and other schedule refinements are possible.

Contact:

Please send a letter of interest, resume, and three references to Rev. Rebecca “Beckett” Coppola at minister@kuf.ca with the subject line “RE Program Lead Application.”

Or via mail to:

Kingston Unitarian Fellowship
Rev. Rebecca Coppola
RE: RE Program Lead Application
244 McMahon Ave.
Kingston ON K7M 3H2

Applications are being accepted until Friday, October 30, 2026, with the goal of the successful candidate beginning in mid to late November.

Candidates must have a valid work visa in Canada or be a Canadian citizen.

KUF is committed to equity, inclusion, and accessibility. We welcome and encourage applications from candidates from all ethnic and racial backgrounds, gender identities and sexual orientations.