

Youth Committee Report • Yearly Meeting 2018

Proposed SEYM Youth & Young Adult Coordinator

Job Description – SEYM Youth and Young Adult Coordinator

This is a part-time volunteer position. The coordinator is expected to work an average of 24 hours / week, or equivalent of 3 days per week.

The SEYM Youth Coordinator will coordinate events for youth at SEYM gatherings and youth retreats, support monthly meetings in their outreach to youth and in religious education, and will connect SEYM youth to opportunities in the wider Quaker fellowship.

Qualifications:

The individual must:

- Be thoroughly familiar with SEYM's Quaker Faith and Practice and be experienced in Quaker process;
- Be knowledgeable of Friends organizations and institutions, particularly those involving youth;
- Certification as a successful completer of the SEYM Child Abuse Prevention Program (CAPP);
- Complete the Child Abuse Prevention Training and comply with any additional screening required by state law, SEYM or SEYM's insurance provider;
- Provide at least two professional references from someone familiar with the individual's work with children, preferably in a Quaker setting.

The individual should have:

- At least one year of successfully experience working with youth in a Quaker setting;
- At least one year of experience in successfully planning events, with preferred experience in planning youth retreats;
- An understanding of child development and conscious discipline techniques;
- Strong written and verbal communication skills, and an ability to communicate with a wide variety of people using a variety of communication platforms;
- The ability to acquire a Florida Driving License;
- The ability to create a welcoming and inclusive environment for all youth participants in SEYM.

Preferred Qualifications:

- Be a member of Southeastern Yearly Meeting;
- Experience in curriculum development for Quaker religious education.

Responsibilities:

- Help coordinate youth programming for SEYM Yearly Meeting, including recruiting and training volunteers, in consultation with the SEYM Youth Committee;
- Attend Half Yearly Meeting and provide support and fellowship for participating youth, setting an inclusionary tone for this unprogrammed gathering;
- Organize at least two all ages family retreat or gathering a year, for SEYM families with children, secondary school aged youth and / or young adult Quakers outside of Yearly / Half-Yearly Meeting;
- Conduct at least one training per year on religious education for SEYM monthly meetings;
- Provide guidance, curriculum and resources on working with youth, on First Day School, and on Child Abuse Prevention at the request of monthly meetings within SEYM;
- Develop a list of curriculum resources for youth programming within SEYM;

- Conduct outreach to Quaker youth and youth who may be interested in Quakerism in the SEYM region, producing outreach materials that can be used by SEYM monthly meetings;
- Provide information and resources on volunteer and educational opportunities in the wider Quaker fellowship to SEYM youth;
- Provide quarterly reports to the Youth Coordinator Support Committee on work undertaken, on upcoming plans and on challenges encountered;
- Attend Fall Interim Business Meeting and Winter Interim Business Meeting to report on youth activities in coordination with the Youth Committee;
- Provide support for the Child Abuse Prevention Program (CAPP) in partnership with the CAPP Coordinator, assisting with trainings, background checks and ensuring the integrity of the CAPP program as needed;

Supervision and Support:

The SEYM Youth Coordinator will be supervised and supported by the Youth Coordinator Support Committee, composed of the clerk and one other member of the SEYM Youth Committee and two members appointed by SEYM Executive Committee. The Support Committee will meet monthly by phone or in person to assess the progress of the Youth Coordinator, to support the Youth Coordinator in any challenges they have encountered, to determine the duration of service for the Youth Coordinator, and to develop a plan for laying down the position when the time comes in a manner that sustains the participation of SEYM youth and families.

Stipend and Benefits:

The Youth Coordinator receives a monthly stipend to cover food and toiletries, transportation and health care needs not met by insurance. The Youth Coordinator receives housing which includes a private bedroom, and may include shared or private kitchen, bathroom and living quarters. SEYM will cover a reasonable cost of utilities and health insurance for the Coordinator. The Youth Coordinator may be asked to use their personal computer for work-related activities.

Budget for Youth Coordinator Position	Month	Year
Housing		
Utilities payment to monthly meeting host	85	1020
In-Kind provision of housing and internet by a monthly meeting		
Monthly Stipend		
Food / grocery allowance	400	4800
Cell phone allowance	50	600
Bus Pass for Local Transportation	50	600
Medical expenses (co pays, medication, etc.)	150	1800
Personal expenses	100	1200
Health Insurance	250	3000
Regional Transportation	50	600
Development (conferences, retreats)		800
Total	1135	14420