

**Friends Meeting of Washington (FMW)  
Job Description: Youth Programs Coordinator**

**Reports To:** Religious Education Committee  
**FLSA Status:** Hourly, part-time(\$20/hr)  
**Approved By:** Religious Education Committee – **DATE:** July 30, 2014  
**Approved By:** Child Safety Committee – **DATE:** TBD  
**Approved By:** Personnel Committee – **DATE:** TBD

**JOB SUMMARY:** Working in close cooperation and collaboration with the FMW Religious Education Committee (RE), the FMW Youth Programs Coordinator (YPC) is responsible for the implementation and support of a year-round program supporting children and youth of all ages in the Meeting. There are four age groups supported by the YPC: the nursery (age 6 months – 4 years), Lower & Upper Elementary (age 4 through 5<sup>th</sup> grade), Junior Young Friends (6<sup>th</sup> grade – 8<sup>th</sup> grade), and Young Friends (9<sup>th</sup> grade – 12<sup>th</sup> grade). The YPC reports to and is supervised by the RE Committee. The YPC is an ex officio member of the RE and Child Safety Committees, and attends meetings, supports, and implements the policies and programs developed by both committees. The Meeting strives to live the model of servant leadership and ask whether all of us, while serving, are growing as people and becoming healthier, wiser, freer, more autonomous and more likely to become servants to others.

**GENERAL POSITION INFORMATION:** The YPC position is a part-time position (15 hours per week). The schedule will vary depending on the workload. The position requires weekend work, including being available on Sunday to be present during Meeting for Worship and to oversee the nursery and support the First Day School (FDS) program.

The Youth Program Coordinator position has three core components:

- 1) The first component is that of **lead teacher for First Day School**. The YPC is expected to be at FMW every Sunday as a teacher, splitting their time between the two elementary classrooms and filling in with the tween/teen programs as needed. The lead teacher role involves reviewing/creating/developing curricula and materials for the classrooms that volunteer teachers can easily use, as well as outreach to the broader FMW community in the form of our "special guests" (volunteers who can share a unique skill or perspective with the children). As lead teacher, the YPC works to develop the capacity of each volunteer to serve at an age-appropriate level and to increase the pool of volunteer teachers and special guests.
- 2) The second component is that of **youth programs administrator**. The YPC supervises the head of nursery to ensure adequate safety and staffing. They recruit and schedule volunteer teachers for all FDS classrooms and ensure that each classroom is staffed with 2 background-checked adults every Sunday. The YPC will be responsible for providing the Administrative Secretary with timely and accurate information to initiate background checks on childcare workers and ensuring compliance with the FMW Child Safety policy.

The third component is that of **communication facilitator**. The YPC works closely with all committees of FMW to connect our programs and family-life needs to the property, the broader spiritual life of Meeting, and to warmly welcome and orient newcomers. The YPC produces a weekly bulletin, which is sent to every member of FMW's listserv. The

YPC also serves as a resource to FMW families for information about youth programs and the camping program at the Baltimore Yearly Meeting level, with Friends' schools in the region, with Friends General Conference (FGC), and other programs for Quaker youth. Finally, the YPC facilitates communication about the youth programs to FMW as a whole, writing reports for the Religious Education Committee and Meeting for Worship with a Concern for Business on an as-needed basis.

**DUTIES & RESPONSIBILITIES** consist of the following:

**Support RE & Child care**

- Work collaboratively with, provide assistance and support to, and attend meetings of the RE Committee, (YPC), especially in the implementation of policies, procedures, and programs relating to the FMW nursery, FDS and Teens programs;
- Assist RE in its program component through communication and by being a liaison with the wider Quaker community, including the Yearly Meeting office and programs, such as the Camping Program and the Junior Young Friends and Young Friends programs;
- Provide financial information on the child care budget and other FDS expenses to RE to support the development of annual RE budget and monitor spending regularly to ensure that RE spending remains within budget;
- Serve as the Child Care coordinator and communicate with and supervise all FMW child care providers to ensure that the right ratio of providers is always maintained, that child care workers feel supported in their work, that child care is offered and available for Meeting for Business and for special events/weddings at FMW;
- Research, develop, collect, and create appropriate curricula for FMW FDS programs and support FMW FDS volunteers in teaching;
- Ensure information is provided to the FMW web master so that the FMW web site content on RE and Child Safety issues is current and up to date and develop new content (writing, photos, video), for web site, FMW newsletter, *Interchange* newsletter etc.;
- Recruit volunteer teachers for the FDS program and regularly communicate with and support the FDS Coordinators for each age group to ensure the availability and presence of adequate volunteer teachers in each classroom;
- Effectively communicate the RE programs, policies, and procedures to others in the FMW community;
- Maintain the calendar of all RE, child care & child safety activities;
- Maintain and, as needed, retrieve records/minutes of the RE and Child Safety committees;
- Perform clerical duties in support of RE and the Child Safety Committee in coordination with the FMW office staff;
- Oversee child care arrangements at FMW including: recruiting/interviewing child care providers, scheduling appropriate coverage, manage personnel issues that arise, and working with the Bookkeeper to assure hours are appropriately tallied and paid;
- Oversee FDS on Sundays at FMW including: ensuring that all classrooms are fully staffed, calling back-up volunteers when necessary, serving as a floater between classrooms when additional supervision is needed (e.g., for escorting children to the bathroom, or activities requiring higher ratio of adult to children), ensuring FDS space is clean at the conclusion of activities;
  
- Assist with administrative needs for infant care room and for teaching needs for FDS including making copies of materials as needed and checking supply levels;

### **Support Child Safety**

- Work collaboratively with and provide assistance and support to and attend meetings of the Child Safety Committee, especially in the implementation of policies, procedures, and programssupporting Child Safety at FMW;
- Provide financial information on the child care budget and other FDS expenses to REto support the development of annual RE budget and monitors spending regularly to ensure that RE spending remains within budget;
- Plan and participate in FMW family gatherings, including Catoctin retreats, picnics and other outings and programs planned and organized for families at FMW;
- Conduct background checks for all adults participating in FDS program or who are regularly responsible for care in the infant to 4-year-old room;
- Effectively communicate the Child Safety programs, policies, and procedures to others in the FMW community;
- Attend training programs or courses as requested by the RE and/or Child Safety committees;
- Liaise with the Property Committee and property manager regarding property safety issues for children and questions that arise;
- Coordinate and/or teach regular Child Safety training courses;

### **Support Families**

- Support FMW families and youth in participating in Annual Meeting programs, including Annual Meeting sessions, the Camping Program and the Youth Programs by providing program information and materials regularly to FMW parents;
- Respond to communications, questions and concerns of RE, Child Safety, parents and families at FMW;
- Work to involve families in the FMW and Yearly Meeting youth programs;
- Mentor and support the Junior Young Friends Meeting for Worship with a Concern forBusiness;
- Assist by providing ideas and planning for youth service/community building projects;
- Develop and maintain resources relevant to FMW Youth Programs;and
- Perform other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to mentor, support, and relate toyoung people as they grow into adulthood within the Quaker community;
- Strong collaborative skills in working with the adults involved with the RE & child safety activities;
- Ability to work within effectively within a large urbanQuaker meetingand comfort with Quaker process;
- Strong communication skills (written and oral);
- Experience with the Religious Society of Friends (Quaker) worship, processes and business practices;
- Computer literacy, including ability to use Microsoft Word and Excel, office equipment experience (copiers, phones, fax, email, etc.)
- Ability to multi-task and remain both calm and observant in hectic environments;

- A national criminal background check conducted by FMW is required for employment;
- Capable of working both with and without instruction
- Strong ability to communicate and receive feedback is essential.

**SALARY AND BENEFITS:** Friends Meeting of Washington endeavors to provide salaries and benefits in line with those of other non-profit positions in the Washington metropolitan area. The salary and benefits for this position are commensurate with qualifications and experience.

**NON-DISCRIMINATION:** Friends Meeting of Washington, as a spiritual community, seeks to welcome all in participation of programs and in employment. FMW is an equal opportunity employer and does not discriminate in hiring based on race, gender, gender identity or expression, sexual orientation, disability, marital status, age, or national origin.

**WORK ENVIRONMENT:** Reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions. Weekend work will be required. Friends Meeting of Washington has a small staff and depends heavily upon volunteers and committee members to accomplish its work. Staff members are expected to work cooperatively with volunteers and committee members.

This document describes the position currently available. It is not an employment contract. Friends Meeting of Washington may modify the job duties or job descriptions at any time.