

JOB DESCRIPTION: YOUTH PROGRAMS COORDINATOR (YPC)

Version: January 9, 2019

PACIFIC YEARLY MEETING

<https://www.pacificyearlymeeting.org/job-descriptions/>

I. OVERVIEW OF YOUTH PROGRAMS COORDINATOR AND COORDINATING COMMITTEE

(draft language in this overview section as proposed by PYM Faith and Practice Revision Committee, 2018)

One of the most important concerns of this vital cell ought to be for the spiritual nurture of the children and youth of the meeting. ... When do our Quaker families begin to train their children in the significance of silent worship and communion? We are in a world beset with noises... If ever the spirit needed to be calmed and deepened with the reality of God, it is now. ... But the slow formation of spiritual ideals and counter attractions which build the soul and shape the character come only through patient and painstaking nurture.

“The Vital Cell,” Rufus M Jones, 1941

For many years PYM has been concerned with involving young Friends in the life of the Meeting: helping them to stay connected between sessions, and helping Meetings that have children, teenagers, and young adults meet these Friends’ needs.

The Youth Programs Coordinating Committee hires and provides ongoing supervision of the Youth Programs Coordinator, an employee of Pacific Yearly Meeting, and participates actively in envisioning and supporting programs and activities. This committee also stewards the use of interest income from the Bob Vogel Endowment.

The Youth Programs Coordinator builds the capacity of youth and adults to run their own programs and serves as a resource for Meetings (local/Monthly, worship groups, Quarterly, Yearly) and Quaker organizations within PYM. In working with individuals, groups, and committees of all ages, from time to time the Coordinator and the YPC Committee act as a catalyst for new programs and activities. The YPC does not typically take charge of running programs and activities themselves.

II. JOB DESCRIPTION

A. SUMMARY: The Youth Programs Coordinator’s role is to enhance the spiritual development and nurture of youth and intergenerational PYM community in order to transform the PYM culture so that youth are valued and included, training youth to take their rightful place in the YM and the whole YM to create that rightful space. The Youth Programs Coordinator provides program support,

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facilitates communication throughout the Yearly Meeting, supports local and regional Meetings to engage young people, and acts as a resource and catalyst grounded in Friends' worship and practices.

B. PROGRAM RESPONSIBILITIES:

1. Support adults and develop their capacity to work with youth
 - a) Offer workshops such as "Adult Allies to Youth"
 - b) Help teen and children's programs orient volunteers
 - c) Assist Meetings with formats for intergenerational activities
 - d) Assist committees and officers of the YM to better meet the needs of and include young people
2. Act in preparation for PYM Annual Session:
 - a) Support the Junior Yearly Meeting (JYM) Committee and Children's Program Committee (CPC) to plan their programs and create guidelines.
 - b) Help JYM and CPC recruit, screen, background check, train, orient, and nurture Youth Workers (i.e., Friendly Responsible Adult Presences (FRAPs), Teachers, and other adult volunteers).
 - c) Provide logistical support to Young Adult Friends (YAFs) as needed.
 - d) Coordinate with the presiding clerk, registrars, and other relevant officers and committees, for example supporting the various age-based groups to communicate and coordinate their Annual Session schedules and include meaningful all-ages activities.
3. Support YAFs to have at least one gathering outside of the Annual Session.
4. As a consultant, support the 5 Quarterly Meeting gatherings (SCQM Fall and Spring, CPQM Fall, Winter, Spring) to implement their own youth and intergenerational programs.
5. Foster communication and intervisitation between and among the QMs and YM, particularly youth, youth workers, and adult allies to youth.
6. Serve Local Meetings, Individual Youth, and Families:
 - a) Act as a resource to local meetings, such as providing tools and resources for youth programs and intergenerational community.
 - b) Serve as a link between local meetings and PYM regarding youth and intergenerational activities.
 - c) Help connect youth with local meetings.
7. Catalyze Additional Events and Activities:
 - a) Work with the YPCC to create or support additional activities at times other than QM and YM gatherings. These might include adventures in service, learning, and fun such as workshops, camps, intervisitation, service projects, outings, etc. For example, the YPC might help in planning, program design, logistics, recruitment, and screening and training of adult staff/volunteers.

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- b) Such support may be provided until such time as the activity is either laid down or can stand on its own.

C. ADMINISTRATIVE SUPPORT:

1. Collaborate with the YPCC Clerk and subcommittee clerks. See current version of YPCC Goals & Objectives. Examples: managing projects and timelines, record-keeping, and reporting.
2. Support the YPCC Clerk and committee in administering the Youth Programs Fund (interest income from the Bob Vogel Endowment), e.g., reminders about due dates and timelines, communicating with the PYM Treasurer, managing internal accounting and cash flow projections, reporting, and outreach/publicity via web and social media.
3. Attend YPCC meetings.

D. COMMUNICATION AND CREATING CONNECTIONS:

1. Serve as a connector between PYM youth and Quaker organizations (including Quaker Center, Sierra Friends Center, and Quaker Oaks Farm) to take advantage of and give input into opportunities for service, action, and spiritual development.
2. Maintain an online calendar of youth and intergenerational events within PYM and others of potential interest.
3. Collaborate with the Communications Committee to maintain up to date information on the PYM website and social media about PYM youth and intergenerational matters and the work of the YPC/YPCC.
4. Help facilitate year-round networking among groups: PYM Young Adult Friends, JYM, PYM Children's Program, parents/guardians, and other adults.
5. Develop spiritual support relationships with individual young Friends and their families.
6. Help children transition to teen programs, and teens transition to Young Adult Friends and adulthood at the Annual Session and Quarterly Meeting levels.
7. Serve ex-officio on PYM Communications Committee.

E. PROGRAM CONTENT SUPPORT: The YPC works closely with PYM and Quarterly Meeting teen and children's program committees to develop program content that:

1. Encourages and supports spiritual growth and practices by providing a safe and trusting community in which youth can seek to find that of God in themselves and in each other in a joyous and loving environment, grounded in the Religious Society of Friends' history and experience of continuing revelation, discernment and eldering.

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2. Nurtures and empowers decision-making and leadership capacities through Quaker processes of discernment and reaching Unity.
3. Instills a service ethic by organizing service projects that honor and uphold the dignity of the communities served.
4. Increases knowledge of the relevance of our Quaker legacy to today's world.
5. Provides authentic opportunities for youth leadership, including in intergenerational contexts.
6. Provides opportunities for play and rest, for setting priorities, and for honoring our testimony of simplicity.
7. Fosters a cooperative, inclusive, and safe environment for making and retaining friendships with other youth and the rest of PYM.

III. QUALIFICATIONS:

- A. Member of the Religious Society of Friends
- B. Demonstrated spiritual life, including a deep grounding and experience of Quaker beliefs, practices and discernment processes. Familiar with issues of contemporary Quakerism. Ideally, will have some knowledge of Quaker history.
- C. Experience working independently as well as collectively
- D. Enthusiasm for working with and welcoming diversity to the community, including racial, cultural, gender, sexuality, and wealth differences.
- E. Event planning: ideally has experience organizing activities and events with teenagers
- F. Successful experience teaching/learning with teenagers. Ideally will have skills in curriculum development.
- G. Strong organizational skills. Ability to set priorities, multi-task, and manage multiple projects.
- H. Excellent interpersonal skills, including strong written and verbal communications abilities.
- I. Flexibility to travel, stay with Friends in their homes, and work irregular hours. Valid driver's license required.
- J. Proficient with technologies teens and adults use to communicate.
- K. Commitment to nonviolence practices is essential.
- L. Meets all requirements for youth workers as listed in the PYM Child Abuse Prevention Policy, including background and reference checks, as well as fingerprinting:

http://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2010/09/PYM_Abuse_Prev_Policy_FinalApproved_AS2017.pdf

IV. SUPERVISION AND SUPPORT:

- A. The YPC is supervised by a direct Supervisor who is a member of the Youth Programs Coordinating Committee, which consists of individuals nominated from across the Yearly Meeting.

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- B. The YPC has an Elder of their choice and/or a support/anchor committee that, along with the Supervisor and the Personnel & Administration Subcommittee of YPCC, provide a support mechanism for the YPC in addition to vital oversight.
- C. Elders provide spiritual accompaniment at events such as Annual Session and may be different people at different times.

V. EMPLOYMENT:

- A. The YPC is a regular (year round), exempt (salaried and not entitled to overtime pay) employee of PYM who may be full- or part-time as determined by the YPCC. These terms are laid out in the personnel policies and the initial hiring letter.
- B. The PYM Treasurer manages payroll and taxes and may use a payroll service. The YPC Supervisor and PYM Treasurer collaborate to oversee payroll, expense reimbursements, and YPC credit card privileges. These details are laid out in the personnel policies.
- C. The position includes paid time off for certain holidays, sick/health, vacation, comp time, and jury duty, as laid out in the personnel policies.

VI. RELATIONSHIP TO QUARTERLY AND LOCAL MEETINGS, AND RELATED QUAKER ORGANIZATIONS: The YPC works for the Yearly Meeting and is available to consult with and advise QMs and MMs/WGs, and related Quaker organizations, at their request and with the approval of the YPCC.

VII. GEOGRAPHIC FOCUS: The YPCC and YPC primarily serve the California and Nevada portions of the PYM region. Under special request by Hawaii or Mexico City Meetings, the YPCC will discern whether the YPC is available to travel there. Electronic resources such as the PYM website, social media, and email allow all the regions of PYM to be included.