

Job Description for Illinois Yearly Meeting Youth Coordinator

Description

The Youth Coordinator (YC) will provide programming and supervision to high school aged participants during events of Illinois Yearly Meeting (ILYM). High School Friends (HSF) will relay to the YC, via their clerks, the agreed upon activities desired for an event. The YC will present these ideas to Youth Oversight (YO) committee and delegate the completion of tasks required. The clerk of YO will collaborate with the YC to provide events and activities based on the expressed interest of the HSF.

Responsibilities (the Youth Coordinator is expected to:)

- Work with the YO committee, monthly meetings, and HSF clerks/members to organize, publicize, and execute events. The events are a quake during Blue River Quarterly in the fall and spring, the January "Quake that Rocked the Midwest" (MLK weekend, held with surrounding yearly meetings/youth coordinators), and ILYM Annual Sessions (Wed-Sun near the end of June)
- Work with committees to coordinate junior high friends and adult young friends transitional activities
- Encourage youth participation in wider Friends activities (Quakes, other yearly meetings, Friends General Conference, Friends United Meeting, Quaker camps, Quaker service organizations, etc).
- Act as a representative and resource to monthly and quarterly meetings of ILYM, utilizing additional resources from other committees as necessary.
- Track and report hours worked and expenses incurred, submit expense receipts to the Treasurer for reimbursement, and report expenses and hours during quarterly meeting with the YO clerk.
- Familiarize themselves with the ILYM Policy Manual. Submit self-evaluation after the first three months and at the end of each year thereafter. Pass a background check and maintain Mandated Reporter certification.
- Travel as necessary, having access to a car is beneficial.

Pay And Budget

As of this posting, salary is based on 500 hours per year (~42 per month) x \$18.30/hr or \$9,150/year paid monthly in 12 equal installments. ILYM will pay taxes, \$500 in travel (based on mileage) and subsidize (beyond registration fees) another \$2500 for other expenses related to youth programs.

Estimated Hours/Tasks

- 50% Plan/Attend Teen events
- 40% Communications
- 10% Reports/Committee Meetings

Inquiries

Please e-mail a resume along with two letters of reference (one regarding work with children) to the clerk of Youth Oversight: Brittany Koresch <bkoresch ☺ gmail.com>