

ILYM Youth Oversight (YO) Youth Coordinator Request and Job Description

ILYM's current Youth Coordinator, Javaughn Fernanders, has given Youth Oversight notice of her intent to step down as youth coordinator effective 6/24/12. Youth oversight requests permission from annual session to recruit and hire a new Youth Coordinator to start on 7/1/12 or as soon thereafter as feasible in order to continue planning for the fall service project (work weekend at McNabb) and Veteran's day quake (in St. Louis).

The part time "Youth Coordinator" is responsible for providing programs and to coordinating activities for Quaker High School Friends (HSF), including a) leading retreats, b) helping them to find/participate in new experiences related to spiritual development, service, and leadership, and c) recognize the need for and refer to appropriate pastoral or professional care. The Youth Coordinator also helps support things like a tremor for Junior High School Friends (JHSF) to help prepare them for entering the HSF meeting, looks for opportunities to collaborate with youth programs from other yearly meetings (e.g., Quakes, FGC, Quaker Youth Pilgrimage) and acts as a liaison with the Young Adult Friends (YAF) to help HSF transition to that age group upon graduation. A proposed announcement and detailed job description giving qualifications, responsibilities, current hours and budget is attached or available from the incoming clerk of youth oversight, "Kate Gunnell " <Kate.Gunnell@AHSS.org> .

The announcement would be given at ILYM annual session and sent out via the distribution list as well as to the youth coordinators of other yearly meetings. As noted in the announcement, interested applicants would send a) a letter summarizing their interest and qualifications relative to the job description and providing their social security and driver's license number (required for a background check), b) a resume documenting their training & experience, and c) three letters of reference (at least one of who can talk about their work with teenagers and one who can talk about their involvement with Quakers). Letters of reference will be sent directly to Kate Gunnell. All applicants will receive a background check and the review of applications will begin July 1 and continue until the position is filled.

ILYM Youth Coordinator Announcement
(6/7/12)

The Illinois Yearly Meeting (IYM) of the Religious Society of Friends (Quakers) is currently searching for someone with a leading to be a part time “Youth Coordinator” to provide programs and to coordinate activities for Quaker High School Friends (HSF), including a) leading retreats, b) helping them to find/participate in new experiences related to spiritual development, service, and leadership, and c) recognize the need for and refer to appropriate pastoral or professional care. The Youth Coordinator will also help support a tremor for Junior High School Friends (JHSF) to help prepare them for entering the HSF meeting, look for opportunities to collaborate with youth programs from other yearly meetings (e.g., Quakes, FGC, Quaker Youth Pilgrimage) and act as a liaison with the Young Adult Friends (YAF) to help HSF transition to that age group upon graduation. A detailed job description giving qualifications, responsibilities, hours and budget is attached or available from the incoming clerk of youth oversight, "Kate Gunnell " <Kate.Gunnell@AHSS.org> .

Interested applicants should send a) a letter summarizing your interest and qualifications relative to the job description and providing your social security and driver’s license number (required for a background check), b) a resume documenting your training & experience, and c) three letters of reference (at least one of who can talk about your work with teenagers and one who can talk about your involvement with Quakers). Letters of reference can be sent directly or forwarded by the applicant, but should include contact information of the person providing the reference. Materials should be sent to Kate Gunnell, 1008 South Home Ave. Oak Park, IL 60304, (708) 386-7234 or e-mailed to <Kate.Gunnell@AHSS.org>. Review of applications will begin immediately and continue until the position is filled.

Illinois Yearly Meeting (IYM) of the Religious Society of Friends (Quakers)

Youth Coordinator Job Description

(Proposed to ILYM annual session 6-7-2012)

PURPOSE: To provide programs and to coordinate activities for High School Friends (HSF) from Illinois Yearly Meeting, including a) leading retreats, b) helping them to find/participate in new experiences related to spiritual development, service, and leadership, and c) recognize the need for and refer to appropriate pastoral or professional care. The Youth Coordinator will also help support a tremor for Junior High School Friends (JHSF) to help prepare them for entering the HSF meeting, look for opportunities to collaborate with youth programs from other yearly meetings (e.g., Quakes) and act as a liaison with the Young Adult Friends (YAF) to help HSF transition to that age group upon graduation.

QUALIFICATIONS:

- Active in the Society of Friends (Illinois Yearly Meeting preferred but not required), called to youth ministry, and knowledgeable about the Bible and Friends testimonies, business procedures and writings.
- Attuned to Friends' social concerns and also to problems and concerns of today's teens.
- Proven ability to interact effectively with teens and to share religious faith and Friends' convictions.
- Experience with both major Friends' traditions and understanding of religious diversity among Friends.
- Able to work cooperatively and to encourage local development of youth activities.
- Able to manage program planning details and to operate within a budget.
- Computer literate and preferably familiar with e-mail, social networks (like facebook or my space), and webgroups (like yahoo or google)
- Strong organizational skills and the ability to engage both youth and parent volunteers
- Must have a car, valid driver's license and be available for weekend travel and be able to accept overnight hospitality.
- Must pass a background check
- College degree or equivalent preferred (specific training or experience with Quaker Youth Programs or youth development programs)

RESPONSIBILITIES:

1. Work with the Youth Oversight (YO) committee and individual meetings to organize and publicize HSF activities at Yearly Meeting levels.
2. Work with HSF and YO clerks to plan and run HSF Program for at least a) annual session, b) Quake that Rocked the Midwest (MLK weekend, held with 3 other yearly meetings/youth coordinators), and c) two mini-quakes (typically spring and fall)
3. As part of the above work weekend, identify engage HSF as a group in one or more major service activities
4. Work with YO to coordinate JHSF and YAF transitional activities.
5. Encourage youth participation in wider Friends youth activities (Quakes, Other yearly Meetings, FGC, FUM, Quaker Youth Pilgrimage, work camps, service projects, etc).

6. Act as a youth resource to monthly and quarterly meetings of IYM
7. Assist in the spiritual nurture of HSF in IYM, drawing on additional resources from YO and the Ministry and Advancement committee as necessary.
8. Track and report hours worked & expenses, submitting expense receipts to Treasurer for reimbursement.
9. Submit monthly activity reports to YO and work with YO to submit 2-3 summary reports to Illinois Yearly Meeting and/or its continuing committee as requested.
10. Become familiar with Policy Manual. Submit self-evaluation after 3 months and yearly thereafter. Comment on performance evaluation.
11. Travel as necessary

EVALUATION: Reports to and is evaluated by YO Clerk in consultation with YO (including HSF clerk & recording clerk). It is also recommended that applicants have a local clearness committee in their own meeting to support their decision to apply and continue in this position.

PAY AND BUDGET:

Salary is based on 500 hours per year (~41 per month) x \$15/hr or \$7,500/year paid monthly in 12 equal installments. IYM 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

Plan/Attend Teen events	50%
Communications	30%
Reports/Committee Meetings	10%
Other	10%

TO APPLY:

Send letter of introduction, resume and recommendations to: Materials should be sent to Kate Gunnell, 1008 South Home Ave., Oak Park, IL 60304, (708) 386-7234, <Kate.Gunnell@AHSS.org> .