

# YOUNG FRIENDS PROGRAM COORDINATOR

**Purpose:** Direct the Atlanta Friends Meeting Young Friends Program. The purpose of the Young Friends Program is to provide engaging youth activities based in Quaker faith and practice, connect youth to the Meeting and to each other; and provide a stable and healthy social support for youth in the AFM community. The Coordinator works with young persons in three age groups: upper elementary (3rd through 5th grades), middle school (grades 6 through 8) and high school (grades 9 through 12). Responsibilities will be dynamic with the needs of the Program and include Program development and implementation, volunteer coordination, and event leadership.

**Supervised by:** [Young Friends Support Committee](#) [YFSC]. Evaluation and determination of compensation will be coordinated between the Administration Committee and YFSC.

## **Responsibilities:**

1. In collaboration with the YFSC, the Young Friends Program Coordinator [YFPC] is responsible for the development of and strategic long term planning for AFM's Young Friends Program founded in Quaker faith and practice that includes opportunities for YF to engage in fellowship, worship, community service and activism. Solicits input from Young Friends, parents/guardians, and members of AFM and works with the YFSC.
2. Develops a calendar of monthly events [August - May] for 3rd through 12th grade Friends. Events may be designed with specific age groups in mind (3rd-5th, 6th-8th, and 9th-12th) and may also include some events across age groups. Leads or supports most of the events. Communicates with AFM office coordinator to schedule use of space when needed, Provides regular reports to Meeting for Business, and uses other forms of communication as appropriate such as the AFM newsletter and announcements.
3. Communicates with AFM community including the YFSC, young Friends, parents/guardians, Religious Education Committee, and members of AFM through regular reports to Meeting for Business and using platforms such as the AFM newsletter and/or announcements.
4. Engages with First Day School classes, as needed, to ensure that FDS participants are aware of and invited to YF activities and have met the YF staff person
5. Maintains a list of approved Friendly Adult Nurturers and Drivers (FAN & FAD) to assist with all events. Helps YFSC to recruit FANs and ensures, with the help of the YFSC, that applications and background checks are completed according to AFM child safety guidelines.
6. Coordinates FANs and parent volunteers for AFM Young Friend Program events.
7. Develops guidelines with the help of the YFSC and ensures that AFM child safety guidelines are followed at the events, in particular with regard to adult participation, maintains emergency information for all participants, and reports to YFSC and parents as needed when problems arise;
8. Coordinates AFM young Friends' involvement with SAYF by . . .

- a. Maintaining a relationship with the SAYF program coordinator and ensuring AFM YF are aware of and knowledgeable about the SAYF program.
  - b. Organizing with Young Friends at least one SAYF retreat at AFM and acting as the lead FAN.
  - c. Attending some SAYF retreats.
  - d. Organizing transportation for YF to and from SAYF retreats as needed.
9. Maintains records on the date and venue of events and the persons who attended;
  10. Maintains log of the time spent in planning, preparing, organizing, and attending events; and
  11. Maintains a first aid kit

### **Qualifications:**

#### **Program Coordinator Minimum Qualification**

- Familiarity with Quaker faith and practice
- Experience working with school age youth and awareness of developmental needs of youth and children
- Ability to travel within the SAYMA region
- Over 21 years of age
- Weekend availability for young Friends events
- Comfort with electronic communication (email, teleconference, videoconference).
- Provide own phone with service and computer with internet access
- Successful completion of a mandatory background check in accordance with AFM Youth Safety policy

#### **Program Coordinator Preferred Qualifications and Skills**

- Highly organized person with excellent time management, communication skills, recruitment skills, and ability to meet deadlines.
- Willingness to be an active member in the life of Atlanta Friends Meeting
- Experience organizing activities for groups of school age youth
- Ability to maintain a spiritual presence, a sense of humor and perspective while responding to the needs of multiple constituents and dynamic programming.

### **Compensation**

Starting salary: \$12,000. Expected time commitment ~ 10 hours/week averaged over 10 months [August - May] including 3-4 SAYF retreats.