

## Children's Religious Education Coordinator Job Description

**Overview:** The Children's Religious Education Coordinator plans and administers youth (grades K-8) religious education programs for designated events within the Illinois Yearly Meeting. This position is supported by, and reports to the Children's Religious Education Committee.

### Responsibilities:

- Provide a Quaker-focused, safe, fun, inclusive, and enriching environment for all children attending Illinois Yearly Meeting events including Annual Sessions and up to 3 additional week-end programs per year.
- Plan and implement children's religious education programs in collaboration with the Children's Religious Education Committee.
- Manage program details including activities, hours, expenses, safety protocols, educational resources, responsibilities and roles of volunteers and/or program staff.
- Secure all resources needed prior to Illinois Yearly Meeting events for children including snacks, play equipment, educational resources, volunteers and/or event staff.
- Serve as lead for all in-person children's activities and programming.
- In collaboration with Children's Religious Education Committee, create relationships with monthly meetings to identify Friends who have gifts to share in working with the children.
- Attend Children's Religious Education virtual committee meetings, participate in their efforts of engagement with member meetings and the larger Quaker world.
- Track and report hours worked and submit expense receipts to the Illinois Yearly Meeting Treasurer.
- Submit quarterly reports to the Children's Religious Education Committee.
- Read and follow expectations outlined in the Illinois Yearly Meeting Employee Manual including those for ongoing training.

### Qualifications:

- Understanding of the spiritual basis of Religious Society of Friends that serves as the basis for our business practices and our social concerns. (Member or attender of a Quaker Meeting or organization preferred).
- Commitment to children's spiritual development.
- Ability to work collaboratively with the Illinois Yearly Meeting Children's Religious Education Committee and follow through with responsibilities independently.
- College degree or equivalent experience. (Preference will be given to applicants with training in child development, education or related areas).
- Proven ability and experience in working with children.
- Computer literacy including email, social-networking and web groups (preferred) or willingness to obtain training.
- Pass a background check and complete mandated reporter training.
- Commitment to obtaining first aid training/certificate (expense compensated by ILYM).

**Compensation:** \$23 per hour in 2024 (with annual COLA) for an assumed 500 hours per year with payment of equal amounts spread throughout the year. Social Security/Medicare withholding. Worker's Compensation. Reimbursement for all necessary travel. Professional development allowance for relevant training or experience.

**HOW TO APPLY:** We expect people who meet our requirements to have an initial 30 minute interview. If you move forward you will have a 30 minute interview with 3 members of the hiring committee. References will be checked before an offer is extended. We hope this process will take about 30 days after we close the job.

**Send:** Resume; Cover letter explaining interest in job and qualifications; Contact information. Send to wanderingprofessor@yahoo.com. Applications will be considered on a rolling basis. Hope to hire by December 15. For questions, please call or text Dale Gardner at 217 714-8987.