

Title: Youth Coordinator (7-29-22)

Committee-with-Oversight: Youth Oversight Committee

Supervisor: Clerk of Youth Oversight

Last Revised: 7/29/22

Purpose. The Youth Coordinator (YC) provides programs and to coordinate activities for High School Friends (HSF) from Illinois Yearly Meeting (ILYM), 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 YC will also act as a liaison with the Junior High School friends (JHSF) and Adult Young Friends (AYF) to help teens through the transitions and stay involved in the ILYM community.

Qualifications.

- ⑩ 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.
- ⑩ Attuned to Friends' social concerns and also to problems and concerns of today's teens.
- ⑩ Proven ability to interact effectively with teens and to share religious faith and Friends' convictions.
- ⑩ Experience with both major Friends' traditions and understanding of religious diversity among Friends.
- ⑩ Able to work cooperatively and to encourage local development of youth activities.
- ⑩ Able to manage program planning details and to operate within a budget.
- ⑩ Specific training or experience on youth development, programs, or education preferred
- ⑩ Computer literate and preferably familiar with e-mail, social networks (like facebook, instagram, twitter, snapchat), and webgroups (like yahoo or google)
- ⑩ Must have access to a car, valid driver's license and be available for weekend travel and be able to accept overnight hospitality.
- ⑩ Must pass a background check and maintain Mandated Reporter certification.
- ⑩ Recommend Quaker Clerking, Physical and Mental Health First Aid courses completion in the first 6 months

Responsibilities.

Work with the Youth Oversight (YO) committee and individual meetings to organize and publicize HSF activities at Yearly Meeting levels.

Work with the Youth Oversight committee, monthly meetings, and High School Friends clerks/members to organize, publicize, and execute events. Events include three weekend-long retreats for High School Friends (one in each fall, winter, and spring) and a five-day-long event at ILYM Annual Sessions in June.

Work with committees to coordinate junior high friends and adult young friends transitional activities

Work with Monthly Meetings, ILYM committees and other groups to seek help with the above in order to provide self with breaks while at all quakes and multi-day activities
Encourage youth participation in wider Friends youth activities (Quakes, Other yearly Meetings, FGC, FUM, work camps, service projects, etc).

Act as a youth resource to monthly and quarterly meetings of IYM

Assist in the spiritual nurture of HSF in IYM, drawing on additional resources from YO and the Ministry and Advancement committee as necessary.

Track and submit hourly timesheets and activity reports to YO clerk twice a month and work with YO to submit 3 summary reports to ILYM for Fall Continuing Committee, Spring Continuing Committee, and Annual Session.

Become familiar with Policy Manual. Submit self-evaluation after 3 months and yearly thereafter at the beginning of February, then participate in performance evaluation later in February.

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 to 700 hours per year (with cost of living increases in subsequent years), paid in 24 installments of 2 times per month. IYM will pay taxes, an additional \$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

30% Communications

10% Reports/Committee Meetings

10% Other

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. For questions, please call or text Dr Michael Dennis at 309-826-7852.

Send: Cover letter explaining interest in job and qualifications; Resume; and reference list/ contact information to Dr. Michael Dennis, mdennis@chestnut.org Applications will be considered on a rolling basis. Hope to hire by December 15.