

**Youth and Family Program Coordinator
Abington Friends Meeting
Job Description**

Abington Friends Meeting (AMM) is looking for a creative, energetic, and spiritually grounded person to fill the Youth and Family Coordinator position in the Meeting. This is a 10-month position, with some teaching and/or child supervisory responsibilities, from August through May. The person who fills this position can expect to work an average of about 15 - 20 hours per month, which includes weekly communication with parents/caregivers, preparation for weekend programs as necessary, administrative management and childcare staff oversight, and running Sunday programming. Compensation for the 10-month period will be based on the number of hours worked weekly, at \$17-20 per hour, commensurate with experience, to be paid in bi-monthly pay periods.

Responsibilities and Expectations:

1. Bring energy and creativity to the co-operative planning and administration of Quaker youth programming for the Abington Monthly Meeting community, aimed at Meeting youth and families.
2. Co-operative planning and implementation of program plans and activities for multi-age groups of children, based on program planning in relationship with our Family Programming Committee.
3. Run youth programming every Sunday, arriving by 9:45 a.m. to prepare for the morning. a.m. for 45 minutes.
4. Oversee childcare staff each Sunday:
 1. Ensure that the staff have arrived on time and are ready for childcare;
 2. Serve as point of contact on Sundays if childcare staff have any questions or concerns;
 3. Remain at Meeting until all children have been picked up; and,
 4. On Sundays when there is Meeting for Worship to Attend to Business or Adult Class, remain at Meeting until the close of MFB or Adult Class, or when all children have been picked up by caregivers/parents. (This will typically be around 1:30 for Meeting for Business and 12:30 for adult class.)
5. Communicate regularly with parents, including sending weekly emails about the activity(ies) for the week, notifying families of any changes and/or updates to the calendar, and to be available to talk with parents through email, telephone, or in person regarding activities and program content.
6. Support other FPC events as scheduled (e.g. movie night, game night, etc.).
7. Attend Family Programming Committee Meetings, as necessary, to be determined in cooperation with the Clerk of the Committee, and to be in contact with and responsive to that committee regarding scheduling.
8. In collaboration with the FPC, update the program calendar.
9. Work with Meeting volunteers who may assist with Youth and Family programming, as needed.
10. Coordinate and purchase all necessary supplies, as needed, as per available budget and with cooperation and approval from the Clerk of the Committee.

Requirements: Adult with experience in working with children, familiarity with Quakerism, good communication and organizational skills. Availability every Sunday morning, September through mid-June. Occasional time-off to be approved by the Clerk of the Family Programming Committee. Background check and child abuse clearance will be required for this position.

Please send an email describing your interest to Loretta Fox at AbingtonMeeting@abingtonfriends.net by August 30, 2024, and attach your resume. Please include your current address, email, and phone number.

Review of applications and interviews will be held with potential candidates in the hope that we can fill this position as soon as possible.