

JOB DESCRIPTION

CHILD AND YOUTH COORDINATOR

The Children and Youth Coordinator (CYC) is appointed by CYM to serve for a three-year term, renewable once, on Program Committee. She/he is only responsible for coordinating the Children and Youth Program.

This is a Required Position, meaning that CYM covers the costs of travel, accommodation and meals at CYM. The CYC remains responsible to pay for their program fee.

Program Committee meets once between CYMs, in the fall before Fall Representative Meeting. The Meetings usually are held at the location of the next CYM. PC is experimenting with members attending via videoconferencing, including if unable to attend in person.

In advance of CYM:

- during fall site visit, identify rooms for age groups, site resources for activities
- liaison with Local Arrangements Committee regarding local facilities for programming, and for advance purchases or borrowing of equipment.
- find adult leaders and helpers for each group
- collect Police Checks for all Youth Program volunteers
- be familiar with Safe Nurture policy
- advance-plan program and activities for various groups in collaboration with YP Leaders
- consider whether hired child-minding help could be brought in, especially for evening events such as SPG lecture.

At CYM:

- arrange for childcare during SPG lecture, and possibly during other evening events if needed
- arrange for blanket and quiet toys to be available in centre of worship area for Sunday MFW
- hold training session with adult leaders and helpers for Safe Nurture
- fine-tune program planning with leaders and helpers
- hold check-in sessions with parents and kids at start of week.
- recruit and schedule adult Friends volunteer as helpers for various sessions with kids
- get or arrange for snacks for kids and make sure they are available to groups - can be purchased by Refreshments Committee when it does its shopping.
- support leaders and helpers
- liaison with the rest of Program Committee
- liaison with Canadian Young Friends Yearly Meeting
- troubleshooting
- be a contact person for parents for any concerns regarding the program

After CYM:

- make sure that any equipment borrowed locally is returned, and that rooms used by the program are left in good order
- thank leaders and helpers, and Local Arrangements Committee for any help given

- receive feedback from group leaders, parents, children
- arrange for a formal evaluation process the following year
- Report to Program Committee during Fall meeting.

The above tasks are management jobs. Ideally, the Children and Youth Coordinator should be someone with a leading to be more than just a manager, but a leader who can help CYM carry forth a vision of how to better serve our children, youth and families. Such leadings will need the support of Program Committee and the whole of CYM.