

## **JOB DESCRIPTION: CHILDREN AND YOUTH FIELD SECRETARY**

### ***Overview***

The Children and Youth Field Secretary's major responsibilities are to work with families with children (ages 0-18), their meetings and Religious Education Committees, serving as a locus and a catalyst for networking and community building; doing mentoring, coordinating, outreach, and helping meetings to develop and sustain First Day School programs or other programs which nurture the spiritual life of children. This work will necessitate considerable travel, meeting face to face with young families where they live and worship. In addition, the position will provide logistical support for related retreats and activities, and support growth in individuals, families, and meetings. This is a .7 FTE position including many weekend commitments.

### ***Supervision/Oversight***

The Children and Youth Field Secretary works for the Yearly Meeting under the supervision of the General Secretary; working closely with the Associate Secretary, and the Youth Committee. She/he shall be mentored by NEYM's Religious Education and Outreach Coordinator. She/he shall be in frequent communication with Junior Yearly Meeting, Powell House Youth Program Directors, and relevant staff and Yearly Meeting committees.

### ***Qualifications***

The Children and Youth Field Secretary shall be a member of the Religions Society of Friends (or a committed and active participant in a Friends Meeting) with a strong understanding of Quaker testimonies and practice. This Friend must have strong verbal and written communication skills, including public speaking. He/she should also be skilled at supporting and investing the gifts and energies of others, be personable, and have a firm grasp of current electronic communication technologies and social media. It is expected that this Friend would worship regularly with a NYYM monthly meeting.

### ***Responsibilities and Duties***

#### **Primary Responsibilities**

1. Engage in substantial visitation of Monthly, Quarterly, Regional and Half Yearly Meetings, engaging with Friends to facilitate deeper community and spiritual growth while also gaining insights as to how the Yearly Meeting as a whole can better integrate and support programs for children and their families. Attendance at all Yearly Meeting Sessions will be expected.
2. Work intensively with six program partner monthly meetings, working with them on outreach, learning to be more welcoming of young families, developing programming which meets the specific needs of their children and youth, and helping them to become more vital, multi-generational communities.
3. Support the work of Youth Committee, as needed.
4. Work to create a network of NYYM Friends working with children and youth, and foster communication and collaboration across that network, as well as developing leadership. Provide resources to meetings to start and/or maintain Religious Education for children and support committee members responsible for those activities.

5. Collaborate with NEYM staff and Friends in a joint learning project, seeking to learn better ways of engaging the spiritual needs of children and youth in their monthly meetings, fostering an atmosphere of welcome and a sense of belonging.

### **Secondary Responsibilities**

1. Serve as a focal point for youth transition to school age, middle school, high school, and college.
2. Maintain communication with clerks of the Youth Committee, the Nurture Coordinating Committee (NCC) and the Advancement Committee.
3. Provide logistical support and coordination for retreats or workshops, as needed

### **As Time Permits**

1. Other duties as assigned by the General Secretary and /or the Associate Secretary.

### **Review of Responsibilities and Priorities**

The Personnel Committee, in conjunction with the General Secretary and Youth Committee, will review these responsibilities every six months, adjusting as experience dictates. The need for this position will be reevaluated at the end of the second year, on the basis of its effectiveness and on the other needs for staff support in the Yearly Meeting. If this position is recognized to still be meeting a vital need, the Yearly Meeting will then begin to explore ongoing funding for after the grant support terminates at the end of year three.

### **Accountability**

The Friend serving in this position will:

1. Be accountable to the Personnel Committee through her/his supervisor.
2. Be familiar with the Personnel Handbook policies and procedures.
3. Communicate regularly with her/his supervisor and support/oversight committee.
4. Submit time-logs in a timely fashion.
5. Participate in periodic performance evaluations.