

BALTIMORE YEARLY MEETING JOB DESCRIPTION

Junior Young Friends Program Assistant

Reports To: Youth Programs Manager
FLSA Status: Part time, hourly, non-exempt
Approved By: Youth Programs Committee, 4/29/18
Approved By: Supervisory Committee, 6/8/19

JOB SUMMARY: Working in close cooperation and collaboration with the Youth Programs Manager, the Junior Young Friends Program Assistant (JYFPA) is responsible for co-leading weekend Quaker conferences for the middle school aged youth of Baltimore Yearly Meeting (BYM). The JYFPA reports to and is supervised by the Youth Programs Manager, who also attends these gatherings. The JYFPA provides support to and implements policies and programs developed by the Youth Programs Manager, the Youth Programs Committee (YPC), and BYM.

GENERAL POSITION INFORMATION: The JYFPA position is a part-time position to support up to four week-end overnight conferences annually, generally in October, December, March, and May. Weekend-long conference participation with middle-school-aged at sites that do not have sleeping or bathing facilities is a regular component of the position. Sleeping on floors, occasionally outdoors, is routine. These conferences are held at sites throughout the Yearly Meeting territory (the District of Columbia, Virginia, Maryland, southern and central Pennsylvania, and parts of West Virginia).

DUTIES & RESPONSIBILITIES:

- Attend overnight weekend conferences
- Support developing and carrying out the Junior Young Friends (6th-8th grade) weekend retreat program.
- Work with the Youth Programs Manager to plan quality programmatic content at Junior Young Friends (JYF) conferences
- Lead one workshop per conference, occasional small group (5-10 participants), and large group (20-50 participants) activities.
- Provide consistent, playful, Spiritual, supportive presence
- Mentor JYFs, especially on Quaker practices and procedures
- Coordinate and work collaboratively with other adult youth workers at conferences
- Be knowledgeable about the roles of any adult volunteers, especially the Youth Programs Committee member designated by YPC to serve at each conference
- Debrief conference by end of conference with the Youth Programs Committee member designated by YPC to serve at each conference, who gives a report to YPC
- Effectively communicate the BYM youth programs, policies, and procedures to others
- Understand and help to implement the BYM Youth Safety Policy
- Maintain up-to-date documents describing procedures specific to the position
- Perform other duties as assigned
- Ability to foster inclusiveness, respect, and acceptance in mixed-age groups

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience working with middle-school-aged children preferred.
- Ability to mentor, support and relate to middle-school-aged children as they grow into

their own Spirituality and role within the Quaker community

- Experience with the Religious Society of Friends (Quaker) worship, processes and business practices
- Ability to work within a consensus-like process (sense of the meeting) used by youth and adult participants of the Junior Young Friends weekend conferences
- Strong collaborative skills in working with other adults involved with the program
- Ability to multi-task and remain both calm and observant in hectic environments
- Strong communication skills
- Ability to move and lift heavy equipment and boxes, hike and sleep on the floor or ground.
- Enthusiasm in working with 11-14 year olds

REQUIREMENTS:

- A background check conducted by BYM is required for employment

SALARY AND BENEFITS: Baltimore Yearly Meeting endeavors to provide salaries and benefits in line with those of other non-profit positions in the Washington metropolitan area. The salary for this position is commensurate with qualifications and experience. This position does not qualify for BYM benefits.

NON-DISCRIMINATION: Baltimore Yearly Meeting, as a spiritual community, seeks to welcome all in participation in programs and in employment. The Yearly Meeting is an equal opportunity employer and does not discriminate in hiring based on race, gender, sexual orientation, disability, marital status, age, or national origin.

PHYSICAL DEMANDS: The physical demands described in the duties and responsibilities are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Evening meetings and weekend work is required.

WORK ENVIRONMENT: Baltimore Yearly Meeting has a relatively small staff and depends heavily upon volunteers and committee members to accomplish its work. Staff members are expected to work cooperatively with volunteers and committee members.

The BYM office building and grounds are smoke, drug, alcohol and weapon free.

This document describes the position currently available. It is not an employment contract. Baltimore Yearly Meeting reserves the right to modify job duties or job descriptions at any time.