

NEYM Young Friends – Young Adult Friends Coordinator
Position Goals, Hours, Functions/Tasks and Work Plan Priorities for Fiscal Year 2012

Goals For All Youth and Young Adult Programs

- *The purpose of NEYM's youth and young adult retreat programs is to provide safe and trusting communities in which young people can seek to find that of God in themselves and each other in joyous and loving circles, grounded in the Religious Society of Friends. Pastoral care, information and referral services, and general communication between retreats to young adults, youth and their families are significant components of this work.*
- *At NEYM Sessions the Yearly Meeting's youth and young adult programs provide programs and services for infants, youth and young adults.*
- *In all of NEYM's youth and young adult programs, the primary goal is to help our children and young adults develop a Quaker identity and promote a sense of Quaker community by providing age-appropriate opportunities for communication and witness of who we are as Friends*

Hours and Work Site

- *Hours*
 - This is a full time position (40 hour per week) that requires some weekend and evening hours. NEYM Annual Sessions will require more than 40 hours per week of work.
- *Work Site*
 - Tuesdays at the NEYM office. Otherwise work from a home-based office and in the field.

Functions/Tasks

- *Pastoral and Programmatic*
 - Organize eight Young Friends (high school age) retreats (Oct, Nov, Dec, Feb, Apr, May, Jul [Seniors-tentatively], Sept [Ministry & Counsel])
 - Support Young Adult Friends (YAF) in planning three YAF retreats (Oct, Jan, May)
 - Provide pastoral support and leadership development for young adults, youth and their families
 - Recruit, screen, train, and nurture Young Friends Resource People
 - Supervise all who interact with the youth and young adult programs, including maintaining appropriate procedures for child safety following Yearly Meeting guidelines and procedures
 - Work with Youth Programs and Sessions Committee with the development and implementation of the Young Friends and YAF programs at Annual Sessions, providing ministry, support, oversight and leadership in partnership with program coordinators
 - Provide consultation and support to committees, local meetings and groups as appropriate
- *Information Management*
 - Maintain the YF and YAF segments of the YM database
 - Coordinate mailings to YFs and YAFs
- *Communications*
 - Work with the Communications Director to develop and maintain the YF and YAF segments of the YM website
 - Develop and maintain internet-based methods of communication with young people, their families, and the local meetings
 - Edit and produce at least two YAF newsletters
 - Contribute articles to The New England Friend on youth activities
- *Staff Community, Liaison, & Accountability as per Job Description and/or Priorities*

Work Plan Priorities

- *First Trimester of Fiscal Year 2012 (October – January)*
 - Organize and carry-out Young Friends retreats

- Organize YFs Resource Person staff development
- Support planning for YAF fall event and mid-winter retreat
- *Second Trimester of Fiscal Year 2012 (February – May)*
 - Organize and carry-out Young Friends retreats
 - Support planning for YAF Spring Retreat
- *Third Trimester of Fiscal Year 2012 (June – September)*
 - Set retreat dates for fiscal year 2013
 - Prepare for, implement program for, and follow up on 2012 Sessions
 - Prepare for FY2013 retreat year, including publicity, cleaning up database, health forms, staffing applications, and inventorying supplies and equipment
 - Organize and carry-out Young Friends retreats
- *Year-Long Priorities listed by order of importance*
 - Increase the number of participants at Young Friends & YAF retreats and Sessions. My goal for Young Friends retreats is a minimum of 40 Young Friends per retreat
 - Engage with other youth workers to integrate all age constituencies into a more comprehensive approach to youth programming
 - Learn through research, intervisitation, and personal connections, more about how other youth programs (Quaker and non-Quaker) engage and serve their youth
 - Provide leadership support for Resource People to be more open about personal spiritual experience that can be communicated effectively to Young Friends
 - Help Sessions Committee utilize YAF leadership for Sessions 2012
 - Seek ways to increase involvement of YFs and YAFs from Vermont, Maine, & New Hampshire
 - Training for professional development as appropriate

Measures and Indicators of Work Plan Priorities Accomplishments

- For each Retreat:
 - Participants and Resource People complete evaluation forms
 - Financial forms completed and sent to the Accounts Manager
 - Brief retreat report sent to the clerk of Youth Programs and YM Secretary
- A short written narrative, sent at the end of each trimester to the YM Secretary, forming the basis for a review of task accomplishments as outlined in the “Work Plan Priorities” section above
- Trimester review with the YM Secretary based on task accomplishments as outlined in the Work Plan Priorities section above
- Annual Report to YM Secretary and Youth Programs Committee that includes:
 - Written narrative evaluating work plan priorities accomplishments for the year
 - Written reflection on queries listed below
 - Annual summary statistical retreat report
 - Standard evaluation forms completed by parents of participants of YF retreat programs, circulated by the YM Secretary and Youth Programs Committee
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

Queries

- How does Spirit move through you, and your program?
- Do you feel supported by parents, by resource persons, by the Youth Programs Committee, by the Yearly Meeting Secretary, by Yearly Meeting?
- What collaboration among youth programs would you suggest?
- How could the process of recruiting, screening, training and finding substitutes for resource persons be improved?
- How successful is this program in integrating youth into a future active adult participation in their monthly and yearly meeting?