

Junior Gathering Volunteer Job Description

Family Place Coordinator

Communicate with: Junior Gathering Coordinator
Junior Gathering Co-clerks
Work Grant: Full Workgrant
Time Commitment: 10 hours prior to Gathering; attend staff meeting and Open House on the first day of Gathering.

Description

The Family Place Coordinator contributes his/her gifts, spirit and love to sustain families at the Gathering. The Coordinator plans all of the activities for the Family Place and arranges for speakers and activity facilitators. The Coordinator provides a listening ear, and a loving presence for both children and parents. The Coordinator oversees the Junior Gathering library and facilitates cooperative child care and shared supervision.

Responsibilities

Prior to the Gathering

- Review all materials sent.
- Arrange for speakers and activity facilitators.
- Submits the schedule of activities to be advertised in the Daily Bulletin.
- Completes Staff Application, including references and background check consent
- Requests supplies.

First Day of the Gathering (Sunday)

- Attend training workshops in the morning.
- Coordinate in setting up the group's space, in consultation with Pine Cones (preschool) coordinators since the space is shared.
- Prepare and post sign-up sheets for cooperative child care.
- Staff meeting: Meet with 2 assistants to work out their schedule so there is always one "on duty" when the Family Place is open.

During the Gathering

- Whenever possible, attend Junior Gathering Staff Worship each morning from 7:30 – 8:15. This time is also used for announcements and updates on Junior Gathering activities.
- Set up and clean up the space daily.
- On Monday organize a brief parent meeting to gather/share ideas for programming for the week.
- Be present 1:30 - 4:30 daily (includes supervising 2 assistants)
- Maintain the JG Library
- Submits the schedule of activities to be advertised in the Bulletin if not completed before Gathering.

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Requirements

- Previous experience in Junior Gathering or similar experience facilitating groups of Quaker children and/or parents
- Ability to maintain awareness of safety concerns while implementing program.
- Ability to supervise support staff.
- Experience in celebrating the Spirit with children.
- Provide three references from people who are familiar with the staff person's work with children
- Active in a meeting during the 6 months prior to the Gathering
- Provide consent for a background check