

Madison Religious Society of Friends/Quakers

Child and Youth Program Coordinator

General Description: The Child and Youth Program Coordinator is responsible, in consultation with the First Day School (FDS) Committee, for organizing and overseeing the child and youth program, which includes nursery as well as grades preschool through high school. This position can be either 10 or 20 hours/week depending on the applicant and therefore may be co-coordinated with another position. Previously, this position has been split into two part-time positions - one with greater focus on curriculum and lesson planning and the other, more administrative. However, this arrangement is flexible, depending on the applicants.

Position Responsibilities:

1. Oversight and planning of the FDS Program.
2. Report to, and work under the care of, the First Day School Committee to oversee the Meeting's program for children and youth.
3. Recruit, coordinate, and assist volunteer teachers for First Day School for youths age 4-18 and the nursery for children age 3 and under.
4. Administration: Schedules, rosters, structure, operations and budget.
5. Ensure that background checks are conducted on FDS volunteers.
6. Physical Resources: Organize space and order supplies as needed or requested.
7. Consultation/Communication: Single Point of Contact for all with an interest in the Child and Youth Program & Monthly First Day School Committee Meetings.
8. Attending on Sundays is essential although if the position is split into two part time jobs, arrangements can be made to share this responsibility.

Position Qualifications:

1. Must have strong organizational and communication skills and a demonstrated desire and ability to work with a wide variety of individuals.
2. Experience overseeing others and facilitating constructive dialogue to promote deeper and more meaningful engagement with children and families.
3. Experience with program and curriculum development, and/or teaching for children and youth is strongly preferred.
4. Basic knowledge of budgets, good written, and digital communication skills.
5. Comfort with an open and affirming religious community and Quaker values. Familiarity with Quaker practices and testimonies is preferred, but not required.

6. Demonstrated ability to show flexibility in addressing challenging situations and a calm demeanor conducive to working with children and their parents.
7. Compliance with Madison Monthly Meeting policies, including Child and Youth Safety Policy; recent certification in CPR and/or First Aid training preferred.

Employment:

- The Child and Youth Program Coordinator is a part-time paid employee. These terms will be laid out in the initial hiring letter.
- Salary Range: The initial wage is \$20-25 an hour for 10 or 20 hours/week, depending on experience and whether the position is filled by one or two people.

To Apply:

By May 28th, please send a resume, cover letter expressing your interest in the position, and the contact information for 3 professional references (we will not contact references until after interviewing) to: patrick.cooney84@gmail.com, with Children/Family Coordinator Hiring Committee in the subject line.

About the Madison Meeting of the Religious Society of Friends:

The concept of the Inner Light being present in every human soul lies at the center of the Quaker faith. Friends generally believe that first-hand knowledge of God is only possible through that which is experienced, or inwardly revealed to the individual human being through the working of God's quickening Spirit.

Quaker Meeting for Worship happens when two or more people feel the need to be still together and seek God's presence. In attentive waiting together in silence, Friends can receive spiritual awakening, a renewed sense of purpose for living, the awe and joy of being fully alive and connected to all of creation. Our experience has been that the spiritual quality of our faith and practice has been enriched over these years by the full participation and leadership of all Friends and friends. We celebrate the inclusion of individuals, couples, or families in all aspects of the life of our Meeting.