

Job Description
Youth Ministries and Education Coordinator
Friends Meeting at Cambridge

Friends Meeting at Cambridge (FMC) seeks a full-time Coordinator to start by August 15, 2016, or as soon as possible. We seek a dynamic, spiritual, thoughtful, engaging, fun person who loves working with youth (from infants to high schoolers) and families in a Quaker setting.

Reporting to FMC's Resident Friend (supervisor of principal staff) and working closely with the First Day (Sunday) School Committee (FDS), the Youth Programs Committee, and other FMC committees and members, the Coordinator is responsible for coordinating and facilitating the religious education of young people. The Coordinator plays a central role in co-creating a vision of FMC as a welcoming and supportive spiritual home for youth and families; integrating youth and families into the meeting, as well as integrating the meeting community into the lives, joys, and concerns of youth and families; articulating priorities that will help the community work towards a blessed multigenerational community; and coordinating events, programs and projects in alignment with those priorities. Additionally, the position coordinates education about and implementation of the meeting's Child Safety policies and procedures.

The position requires working Sunday mornings, as well as some additional evening and weekend hours.

Major responsibilities

- coordinating and facilitating the religious education of FMC's youth using curriculum centered on Quaker history, faith and practice and including the Bible and other religious texts; participating in committees designing curriculum and workshops on these themes for all ages
- recruiting, supervising and supporting volunteer FDS teachers
- supervising and providing ongoing training of childcare staff
- identifying, organizing and offering age appropriate opportunities for meaningful service and witness in the world for FDS students
- fostering a beloved, multigenerational Quaker community
- helping to coordinate (and sometimes providing) pastoral care for parents and families in the Meeting
- co-creating and overseeing a safe community for our children by implementing the Meeting's policies and procedures for children's safety; participating in Child Abuse Response Committee meetings as needed; and organizing child abuse risk reduction trainings for youth, teachers, and community members

- maintaining communication about opportunities specific to young people and families at FMC, in the broader Quaker community, and in the world, and ensuring that FMC youth and family events, perspectives, and gifts are highlighted in a range of communications
- creating (at least) monthly opportunities for middle and high schoolers to build community together, having activities, trips and programs that are fun and engaging
- recognizing gifts and callings in youth and other members of the FMC community, and developing ways to encourage those gifts so that the whole community can thrive

Skills and Qualifications

- A sense of spiritual calling to do this work, along with a joy and ease in working with youth of all ages
- One to three years experience working with and mentoring youth
- Ability to help youth to come to understand and experience “the still small voice” within themselves and others in age-appropriate ways
- Excellent communication skills
- Strong organizational skills and attention to detail
- Ability to empower and coordinate people in the meeting, rather than doing everything oneself
- A high level of self-motivation
- Leadership, group facilitation and volunteer management experience
- Familiarity with Quaker beliefs, practices and curriculum; member/attender of Quaker meeting strongly preferred. Comfort with a variety ways of naming the Divine presence.
- Training and experience in providing pastoral care with youth and families, including ability to draw out others and be a good listener.
- Comfort with supporting families of diverse compositions and structures, including but not limited to multiracial families, single-caregiver families, interfaith families, and families with LGBTQ members
- Flexibility and a sense of humor

Compensation

This is a full-time position that includes salary of \$50,000- \$54,000 (depending upon experience), paid individual and family health insurance, 10% of salary contributed by FMC to 403(b) retirement plan, generous paid time off, and other benefits.

To apply

Please email a resume, along with a cover letter indicating how your gifts, experience and training fit the job description, to Sharon Frame, Resident Friend, at youthministriesposition@fmcquaker.org. **We will begin considering applications on July 18, 2016** but will continue to accept applications until the position is filled. For more information, please contact Sharon Frame at youthministriesposition@fmcquaker.org or 617-876-1868.