

Junior High (Grades 5 - 8) Coordinator(s)

The Junior High Coordinator(s) will connect with youth and their families, find opportunities to gather that support a critical mass, and lead one or more meet-ups per month (September through May) that focus on supporting the spiritual life of the youth and their connection to Portland Friends Meeting.

This position continues a long tradition of youth programming at Portland Friends Meeting and is an experiment. After the significant interruption of the COVID pandemic, the Junior High Coordinator will explore the rhythms and routines that support this group to gather again. As the position is an experiment, the hours of the position have some flexibility depending on the needs and leadings of those involved. In recognition of the investment and commitment required by the position, the Meeting will provide the Junior High Coordinator(s) with a compensation of \$28 per hour for up to 8 hours per month. This position may be shared by a team of two.

All work of the Junior High Coordinator is under the guidance and grateful support of the Youth Religious Education Committee (YREC).

Finally, both the committee and the Junior High Coordinator recognize that the lasting effects of the COVID 19 pandemic require a spirit of exploration and adaptation in this work.

Responsibilities:

1. Connect with the families of youth in grades 5 to 8. Keep in touch with them about the activities of the group.
2. Find a routine of gathering 1-2 Sunday mornings per month that supports a critical mass of participants. As possible, align these gatherings with those of the other youth groups.
3. With the support of YREC as needed, plan activities that support the spiritual life of the youth and their connection to Portland Friends Meeting. Gather necessary materials and snacks.
4. Collaborate with an adult assistant during the sessions. (YREC will use the input of the Junior High Coordinator to find adult volunteers, or the Coordinators may lead that process.)
5. As lead, plan and lead the occasional gathering outside of Sunday morning (for example, volunteering, cooking together, attending a Meeting event, going on a hike.)
6. As lead, learn more about quaker youth programming through individual research or attending a workshop (both supported by the possibility of compensation)
7. Collaborate with the appointed YREC contact to keep a simple record of attendance, activities, and (for compensation purposes) hours worked
8. Explore with YREC a productive routine for staying connected to the committee, sharing useful information about the group's activities and connecting with the leaders of the other age groups. (For example, this could look like joining two pre-established YREC meetings each year.)
9. Promptly report issues of concern to the designated contact within YREC

To provide understanding of how the Junior High Coordinator's role fits into the Youth Religious Education team, the following descriptions are also provided:

YRE Support Person responsibilities (8 to 10 hours per month)

*This position is new and not yet filled. In the interim, these responsibilities will be covered by YRE committee members.

- As needed, find and coordinate a rotation of volunteers to assist gatherings of youth groups
- Communicate with the meeting about all-YREC events
- Collaborate with age group leaders to keep records of family contacts and attendance
- Ensure spaces are maintained
- Keep a record of what each age group is doing
- As needed, keep a record of hours worked by age group leaders for compensation purposes

Committee member responsibilities:

- *In collaboration with the YRE team and Meeting:* offer a general structure of youth programming and coordination between the age groups
- Attend Meeting for Business (clerk)
- In coordination with YRE team, support the creation of materials, curricula, and lesson plans
- Provide coverage for coordinator responsibilities during absences
- Recruit age group coordinators
- Oversee the needs of the nursery
- Provide relevant information to the PFM newsletter (clerk)
- Ensure safe, clean environments that meet child safety guidelines
- Keep committee documents organized and accessible (clerk)
- Plan and carry out our yearly all-meeting events focused on youth
- Support the Meeting to incorporate youth into the meeting's other work and events