

Job Announcement(s)

Title: *Child and Youth Program Coordinator and Child and Youth Program Administrator*

Location: Society of Friends (Quakers), 1704 Roberts Court, Madison, WI 53711. Some work may be performed off-site.

Position(s): Two 10-hour part-time positions. OR, applicants may choose to apply for both positions for a 20-hour/week position.

Compensation: \$20-\$25/hourly wage, commensurate with experience.

When: Beginning as soon as possible, and mostly on Sundays and/or preparation for Sundays.

The Religious Society of Friends began in England in the second half of the 17th century during a radical rethinking of what church, society, and politics meant. Early Friends spread their key belief that everyone can experience the Voice of God within, or the Inner Light, without the need for a priest, a Bible, or even a church. Without a strict set of rules to govern them, seeing that of God within everyone means that all people are deserving of equal treatment and respect. Today, Quakers believe and practice these key beliefs around the world and have a long history of fighting for peace and equality for all.

Madison Monthly Meeting is a religious organization that welcomes all people regardless of race, religion, gender identity, or sexual orientation. Collectively, we seek to discover that of God in ourselves and others in our daily lives and celebrate the many differences among us. To be more inclusive, we have recently renovated our building to be more accessible making it a beautiful and peaceful influence on our weekly interactions.

The Positions:

Child and Youth Program Coordinator: If you are dedicated to creating peace and justice in the world, we need you! Do you have exciting ideas to share and implement in creative and inclusive programming? We are excited to meet you and introduce you to a welcoming and joyful space where your skills and talents will be appreciated. There are already many materials and lesson plans in place to choose from, or you can create your own. This position will work in consultation with the Child and Youth Administrator.

1. Oversight, planning, and organizing the already established First Day School (FDS) program and space.
2. Thinking creatively to bring ideas to help us be a more inclusive and welcoming community.
3. Develop lesson plans and/or curriculum as needed for volunteer teachers and communicate with teachers and assistants to prepare for Sundays.
4. Ensure that Madison Meeting safety guidelines and policies are enforced at all times.
5. Offer or arrange professional development as needed for volunteers.
6. Attending on Sundays is essential although arrangements can be made to share this responsibility.
7. Other duties as assigned.

Child and Youth Program Administrator: Do you love to be that welcoming presence at gatherings of people? Do you like working with others to implement exciting ideas and make things happen logistically? We need you to help keep all of our ducks in a row! This position is generally the first point of contact for newcomers at Meeting and requires someone with warmth and talent for keeping records organized and remembering who's who. You will take over from already created records and rosters and will have the appreciation of all! This position will work in consultation with the Child and Youth Coordinator.

1. Recruit, coordinate, and assist volunteer teachers for First Day School for youths aged 4- 18 and the nursery for children aged 3 and under.
2. Register children annually, keep track of specialized needs, and keep all information confidential.
3. Maintain schedules, rosters, structure, operations, and budget.
4. Ensure that background checks are conducted on FDS volunteers.
5. Purchasing and organizing supplies and maintaining the FDS rooms.
6. Attending on Sundays is essential although arrangements can be made to share this responsibility.
7. Other duties as assigned.

Position Qualifications for both positions:

1. Experience with program and curriculum development, and/or teaching for children and youth is strongly preferred.
2. Must have strong organizational and good written, and digital communication skills.
3. Demonstrated desire and ability to work with a wide variety of individuals.
4. Experience overseeing others & facilitating constructive dialogue to promote more meaningful engagement with children and families.
5. Basic knowledge of budgets.
6. Comfort with an open and affirming religious community and Quaker values. Familiarity with Quaker practices and testimonies is preferred, but not required.
7. Demonstrated ability to show flexibility in addressing challenging situations and a calm demeanor conducive to working with children and their parents.
8. Compliance with Madison Monthly Meeting policies, including Child and Youth Safety Policy; recent certification in CPR and/or First Aid training preferred.
9. Must be able to lift up to 40-50 lbs on occasion. (Just added 7/13/2023)
10. Must consent to a background check and submit 3 references.

To Apply: Please send a resume and cover letter to: childprog@madisonfriends.org with the job position title you wish to apply for in the subject heading.

Madison Monthly Meeting is an Equal Opportunity Employer (EEO) and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information or any other basis protected by applicable discrimination laws.