

## HIRING NOTICE FOR CHILDREN AND FAMILIES COORDINATOR

**Title:** Children and Families Coordinator

**Classification and Time:** Part Time, negotiable (10-15 hours per week)

**Employer:** Minneapolis Friends Monthly Meeting

**Location:** Minneapolis, MN (<https://minneapolisfriends.org/>)

The **Children and Families Coordinator** is a year-round hourly employee of Minneapolis Friends Meeting, working part-time as determined by the **Children and Families Coordinator Committee**, with consideration of both the program and the applicant's needs. Grounded in Friends worship and practices, the Children and Families Coordinator role is to enhance the spiritual development of youth, support the families in Meeting, and to nurture youth and inter-generational relationships within the Minneapolis Friends community. Specific terms will be included in the personnel policies and the initial hiring letter.

### Job Duties:

- 1) With the religious education committee, establish and maintain Sunday morning programming for children in grades kindergarten through 12th grade.
  - a) Program should support spiritual growth and exploration of faith, values Quaker Process and opportunities for service among youth
  - b) Work with the Religious Education Committee to choose curriculum
- 2) Orient and train religious education volunteers
  - a) Ensure all volunteers have participated in the clearness process for working with children
- 3) Support families' participation with their children in the meeting and other Friends activities
  - a) Communicate about the program with parents and children in the Meeting
  - b) Connect children and families to Northern Yearly Meeting youth and family activities
  - c) Engage with parents and children to determine needs
- 4) Report on attendance and participation to Monthly Business meeting once a year

**Supervision and Support:** The Children and Families Coordinator is supervised and directed by the Children and Families Committee, in partnership with the Liaison and Review Committee. This Committee will also support the Children and Families Coordinator in understanding the Minneapolis Friends Meeting, vetting proposed Children and Families engagement strategies, and bringing proposals, issues, and concerns to the Meeting as a whole.

**Minimum requirements:**

- Commitment to nonviolent practices
- Experience organizing activities and planning events with children, teenagers and adults
- Valid driver's license
- Flexibility with irregular hours and a commitment to working on Sunday mornings
- Meet all requirements for background and reference checks

**Preferred Requirements:**

- Member or attender of a Religious Society of Friends Meeting
- Demonstrated spiritual life, including a deep grounding and experience of Quaker beliefs and practices
- High level of energy, enthusiasm and creativity to generate widespread participation by youth and families in the life of the Meeting
- Enthusiasm for working with and welcoming diversity to the community, especially regarding differences in racial, cultural, gender, sexuality, and class backgrounds

**Knowledge Skills and abilities**

- Ability to work independently
- Ability to establish appropriate program structure
- Ability to work with and coordinate volunteer teachers
- Ability to work collectively with committees and groups using Quaker decision-making processes (we can provide instruction on this)
- Strong organizational skills
- Ability to set priorities, multi-task and manage multiple projects
- Excellent interpersonal skills, including strong written and verbal communication skills

- Proficient with technologies and platforms that both teens and adults use to communicate
- Working knowledge of Microsoft Excel, MS word, Google Drive, and Google Docs

**Employment:**

- The **Children and Families Coordinator** is a part-time paid employee of Minneapolis Friends Meeting. These terms are laid out in the personnel policies and the initial hiring letter.
- Salary Range: For part-time employee, the initial wage is \$25 an hour.

**Apply:**

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: [office@minneapolisfriends.org](mailto:office@minneapolisfriends.org), with *Children/Family Coordinator Hiring Committee* in the subject line.