



**3201 Boston Harbor Road NE; Olympia, WA 98506-2800 — (360) 754-4028 — [info@olympiafriends.org](mailto:info@olympiafriends.org)**

Olympia Friends Meeting is seeking a Children's Program Support Specialist: a quarter-time (approximately) paid staff member to coordinate and support our programs for children and teens.

We are hoping for a person who has experience with working with children/youth, has a background in the Quaker faith and/or religious education of a compatible faith, and a willingness to become knowledgeable and qualified to support and teach about Quaker traditions and values.

The person in this position will assist our Children's Committee in implementing our programs, by helping with curriculum, coordinating volunteers, obtaining supplies and helping support our events for children, youth and families.

We would like this person to be ready to start in early July.

Interested folks should read the attached job description carefully, then submit a resume and cover letter by June 19, 2017. We are hoping to interview in late June.

Application materials may be submitted via email to [robysowers@gmail.com](mailto:robysowers@gmail.com), or by post to:

Children's Committee; Olympia Friends Meeting  
3201 Boston Harbor Rd NE  
Olympia, WA 98506



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### Children and Youth Program Support Specialist

Funding for this trial position will be reviewed for renewal in the 2018 budget.

Expected Duration: July 1, 2017 – December 31, 2017

Hours and Wages: \$15.00/hr. x 40 hrs./month – approximately 10 hours per week including 2-4 hours each Sunday depending on program needs

Location: Olympia Friends Meeting house and youth activity locations in the local area and within a 60-mile radius

Overview: Olympia Monthly Meeting of the Society of Friends (Quakers) is looking for a children's and youth program support specialist for the OMM Children's Program. The person in this position will act at the request of the Children's Committee: to further the values and goals of the Meeting through the religious education of our children and youth; to assist committee members in implementing the program curriculum, coordinate volunteers and other paid childcare staff, and coordinate annual calendar of events for children, youth and families.

This position will provide children and youth program-related services of:

- J Volunteer and staff coordination for members and attenders participating as advisors in First Day school;
- J Ensuring week-to-week continuity for children in First Day school;
- J Providing general support to the Central/ Jr. Friends by assisting with coordination of transportation and volunteers;
- J Acquiring background checks for volunteers and drivers;
- J Attend Children's Committee meetings, take notes and disseminate information to the Committee, families and the meeting at large;
- J Coordinate and distribute information about events with information on location, dates, times, outfitting lists, organization of meals and timely reminders as assigned by the Children's Committee or Central/Jr Friends business meeting advisor(s). This may be in conjunction with volunteers or youth with this person having 'buck stops here' responsibility for tasks being completed;
- J Manage Children's Program funds to purchase specific materials as identified by the committee such as snacks, project materials, curriculum support materials;
- J Research religious education curriculum and programs from other Quaker Meetings and/or Quaker-compatible faith communities, and bring ideas to the Children's Committee for discussion and approval

#### Required Qualifications

1) Minimum 2 years' experience working with youth, or 1 year experience and specific vocational training in child development and education, or a BA in related subjects; AND;

2) Background in the Quaker faith and/or religious education of a compatible faith, AND a willingness to become knowledgeable and qualified to teach about Quaker traditions and values.

3) Experience and abilities:

- J Coordinate projects;
- J Purchase materials on budget and track expenditures,
- J Recruit and coordinate volunteers
- J Implement a work plan on a timeline,
- J Coordinate the implementation of a curriculum
- J Organize and plan events including educational and recreational opportunities

4) Reliable transportation, valid Washington State Driver's License and ability to pass a background check.