

**Youth Program Co-Facilitator – Middle School Friends**  
**400 Hours per Year PART TIME**

**POSITION SUMMARY:** The Middle School Friends Program Co-Facilitator works with their counterpart Co-Facilitator to create space for experiencing the movement of Spirit within and among the community of 6th to 8th graders in PYM meetings. The Co-Facilitator stewards the sense of community and meaningful relationships among middle school-age Quakers and their families. The Co-Facilitator supports a “coming-of-age” program shared with monthly meetings. They plan and facilitate in-person gatherings for Middle School Friends, and also support their integration into the life of the wider Yearly Meeting. It is important for the two Co-Facilitators to be able to work harmoniously together in order to ensure mutual support and flow during planning and program activities, as well as to create a sense of community and meaningful relationships among Quaker youth and their families  
Reports to the Youth Engagement Coordinator.

**KEY RESPONSIBILITIES:**

1. In partnership with the Youth Engagement Coordinator, the Co-Facilitators plan and communicate the curriculum for a Middle School "coming of age" program to be used in monthly meetings. Attends to the importance of fun, fellowship, worship, learning, and service in program planning
2. In partnership with the Youth Engagement Coordinator, the Co-Facilitators plan logistics and facilitate 2-3 gatherings annually that encourage and support the spiritual and personal growth of Middle School Friends. Attends to the importance of fun, fellowship, worship, learning, and service in program planning
3. Nurtures and empowers spiritual grounding and full capacities of youth involved in the program, individually and corporately, through the structure of the program and by supporting their involvement in both their monthly meetings and the larger PYM community.
4. Works closely with the Youth Engagement Coordinator and other Youth Program Facilitators to ensure a mutual support and flow among the respective programs.
5. In partnership with the Youth Engagement Coordinator, recruits, develops, nurtures, and trains adults who volunteer with the program.
6. On occasion, as creativity and time allow, supports programs and events other than MSF gatherings which support the community. (An example would be Family Meetups where middle school youth are included.)
7. Functions as an integral member of the Program and Religious Life team; contributes to team goals; implements the work and the tasks of the position with an intention to manifest the Spirit.
8. Other duties as assigned.

## **REQUIRED QUALIFICATIONS:**

- An active Friend or extensive experience with Friends 'meetings; knowledge of Quaker principles and practice.
- Two or more years of experience in a related field, which can include related educational attainment, is required.
  
- Two or more years' substantial experience working with middle school age youth is required.
  
- Able to work with children, youth and adults, and to facilitate groups to develop their interests, gifts and skills.
  
- Understands inclusivity dynamics, especially in relationship to age, gifts, LGBTQIA+, ability, gender, sexuality, race and class; knowledgeable in crisis intervention.
  
- Strong communication skills are needed, including the ability to speak clearly, to listen deeply, and to write well.
  
- Able to travel.
  
- Able to drive and rent cars.
  
- Ability to work a flexible schedule that includes weekend and evening work.
  
- Able to commit to serving in the position for three years.
  
- Pass a criminal and child abuse background check, per PYM requirement for those working with children.

## **DESIRED QUALIFICATIONS:**

- Able to drive and rent cars
- Ability to work a flexible schedule that includes weekend and evening work
- Able to commit to serving in the position for three years
- Pass a criminal and child abuse background check, per PYM requirement for those working with children.
- Commitment to PYM's vision to become an anti-racist organization with a multiracial community of staff and constituents.

## **EXPECTATIONS OF ALL PYM EMPLOYEES:**

1. A highly welcoming attitude and willingness to serve members of our community and make a positive first impression to those outside of it. This includes sincere openness and appreciation for the wide range of cultural backgrounds, spiritual beliefs, life experiences, and differences of all kinds as can be seen in a metropolitan region such as the greater Philadelphia area.
2. PYM has three tiers of expectation for racial equity skills and competencies:
  - a. *Entry-level staff* (Intern, Assistant, Associate) Candidates are interested in Racial Equity. Candidates are also interested in expanding their analysis and knowledge about the role that racial inequity plays in our society and are committed to building and/or deepening your commitment to racial justice work. Commitment to PYM’s vision to become a multiracial organization with a multiracial community of staff and supporters.
  - b. *Mid-level staff* (Coordinator) Candidates understand Racial Equity. Candidates have a demonstrated understanding of the role that racial inequity plays in our society and in movement-building and have demonstrated an ability to effectively manage across difference. Commitment to PYM’s vision to become a multiracial organization with a multiracial community of staff and supporters.
  - c. *Senior-level staff* (Managers with 5 or more years’ experience with PYM or similar organization) Candidates work for Racial Equity. They consistently integrate their deep understanding of key racial equity concepts into work projects and interactions by addressing structural implications and disproportionate impacts of policies, campaign objectives, organizing objectives, activities, and decisions on race, class, and other group identities within the context of job responsibilities and projects.
3. Familiarity with Quaker faith and practices, and/or a willingness to gain, deepen, and nurture such knowledge.
4. Appreciation of the role of Quaker practices in the performance of PYM duties. This includes supportive participation in annual and semi-annual multi-day “business Sessions.” Please see our website as part of familiarizing yourself with us.

### **TIME AND TRAVEL EXPECTATIONS**

This is a part-time position (400 hours per year). Work times are flexible in ways that meet work and personal needs and vary depending on the time of year. The ability to work evening and weekend hours, to travel locally, and attend the 5-day gathering (Annual Sessions) held in residence on a college campus in the summer is required

**COMPENSATION AND BENEFITS:** This is a Band 1 position, earning between \$20 and \$22 dollars per hour, depending on experience, and does not include benefits, however, all staff not insured through the PYM plan are eligible for a \$200 a month health stipend with proof of other insurance.

**INTERESTED?** Please submit the following items to Ashanta Washington, Director of HR & Inclusion via email: [awashington@pym.org](mailto:awashington@pym.org)

1. A current resume.
2. A cover letter that tells us how your qualifications and experience are a strong fit for our needs, above. (Applications received without a cover letter will not be considered).
3. Contact information for three professional references (we'll ask you before contacting them).