

# Draft Job Description - CYYA Secretary

## Overview

The Children, Youth and Young Adult Secretary supports and encourages practices in local meetings to build spiritual community that is inclusive of all ages of Friends. The CYYA Secretary will network across local meetings among young adults and those engaged in work with families with children ages zero to eighteen. This includes serving as a locus and catalyst for community building, mentoring and outreach. This position is concerned both with nurturing young adult Friends and helping meetings to develop programs which nurture the spiritual life of children and their families. The CYYA Secretary supervises and supports the part-time local coordinators who help carry out this work. This is a full time position.

## Supervision

The CYYA Secretary is supervised by the General Secretary. The CYYA Secretary coordinates with Powell House Youth Program Directors, counterparts from other yearly meetings and yearly meeting level committees that work with children, youth and young adults. The CYYA Secretary will work with the General Secretary to develop and maintain a work plan.

## Qualifications

The CYYA Secretary should have a strong understanding of Quaker testimonies and practice. Strong verbal and written communication skills are essential. This person should be experienced working with groups, supporting volunteers and supervising staff. He or she should also be skilled at supporting and investing the gifts and energies of others, be personable, have a firm grasp on current electronic communication technologies, demonstrate an ability to maintain organized records, and be responsively and proactively communicative. It is expected that this Friend would worship regularly with a NYYM monthly meeting.

## Responsibilities

To be carried out by the CYYA Secretary plus local coordinators

1. **Visitation** - to understand the needs and learn who the people are. Engage in and support others in regular visitation of Monthly, Quarterly, Regional and Half Yearly Meetings, engaging with families and young adult Friends to facilitate deeper community and spiritual growth while also gaining insights as to how the Yearly Meeting as a whole can better integrate and support Friends in these age groups. It will be important to visit during most Sundays over a wide geographic area for the first few months and then this component of the work will decrease as other components increase.

2. **Supervision** - In the first few months, work with the Personnel Committee and staff to begin hiring local coordinators who will eventually help carry out these broad responsibilities. Since one person won't be an expert in all age groups, it will be important to find local coordinators who round out the CYYA Secretary's skills. Supervising and supporting local coordinators will take a significant portion of the time.
3. **Projects** - Together with volunteers and other staff, identify projects and develop a work plan to implement them. Projects will support the leadings, participation, and work of young adults, children and parents within the Religious Society of Friends. In particular, the yearly meeting needs a Child Safety Policy and someone to reliably coordinate youth programs at Spring and Fall Sessions. Provide resources to meetings to start and/or maintain Religious Education for children and support committee members responsible for those activities. Develop and encourage other projects as they arise such as marches, lobbying efforts, spiritual development etc.
4. **Gifts** - The ultimate goal is that the CYYA Secretary and local coordinators encourage volunteer efforts by naming gifts, encouraging development of those gifts and providing support as needed. Provide pastoral care. Build and maintain individual relationships. Tend to the spiritual needs of young adults in the Yearly Meeting; provide individual and group support; develop leadership. Facilitate religious education and spiritual opportunities. This won't take much dedicated time because opportunities to do these things arise in the context of other responsibilities.
5. **Vision** - Identify the visions and callings emerging from NY Yearly Meeting and articulate that vision to help invite others into the work. This will happen more as opportunities arise than as a dedicated focus.
6. **Administration** - Provide Logistics support for young adult gatherings and for events for families and religious education leaders. Maintain list of people throughout NYYM working on youth and religious education. Encourage involvement of new people in the work. Identify further support needed. This will take a significant portion of available time.
7. **Outreach** - Identify / Maintain list who is out there in the Young Friends world who may not be attached to a meeting. Lead and support efforts to attract families with children to our meetings. Connect with organizations outside NYYM such as other yearly meetings, other Quaker organizations and schools.

## Accountability

The CYYA Secretary will

1. Be accountable to and communicate regularly with the General Secretary
2. Be familiar with the NYYM Personnel Manual
3. Submit expense vouchers and other record keeping in a timely fashion
4. Participate in periodic performance evaluations